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MAINE STATE GOVERNMENT ANNUAL REPORT 1987-1988

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MAINE

A Compilation of
Annual Reports of
State Departments and Agencies

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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

MAINE STATE GOVERNMENT ANNUAL REPORT
1987-1988

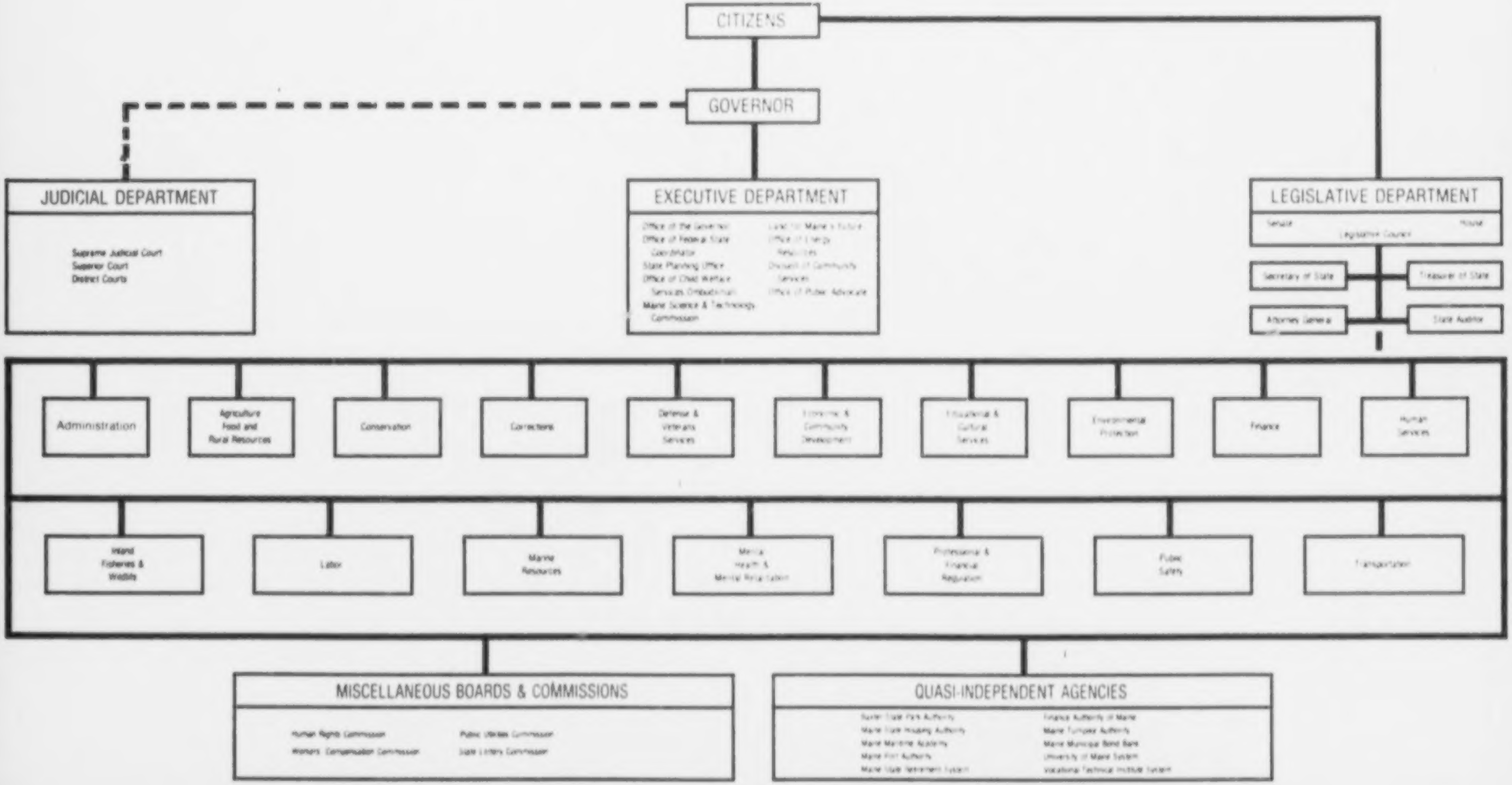
John R. McKernan, Jr.
Governor of Maine

STATE OF MAINE

ORGANIZATION CHART OF STATE GOVERNMENT

Based on Elective or Appointive Line of Authority

Major State Agencies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Maine Port Authority
Maine State Retirement System
Finance Authority of Maine
Maine Turnpike Authority
Maine Municipal Bond Bank
University of Maine System
Vocational Technical Institute System

FOREWORD

The *Maine State Government Annual Report* is compiled and published by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, Chapter 3, Sections 43-46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biannual reports independently published by State departments and agencies, and it establishes a new accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

This *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the fiscal period covered by this report. The mass of reports accumulated by the Bureau of the Budget have been edited and revised as necessary to conform to statutory requirements and the overall report concept.

Individual reports of departments, their principal subdivisions, and other agencies generally feature seven basic elements of construction, as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year

This form of construction is used wherever possible in all reports. However, in view of certain inconsistencies and questions which may arise concerning nomenclature, the following discussion of terms and report construction may be of assistance to the serious reader.

IDENTIFICATION SUMMARY. This section "headlines" the report of each agency and serves to identify the agency, its executive officers, central office location and telephone number. Specific items appearing in the agency heading, which may require some interpretation, include the following:

Established: This is usually the year in which the agency was created as a statutory or administrative entity, despite a subsequent change of name. If, at some point in time, the agency experienced a major reorganization in terms of administrative structure, purposes or functions, the year in which this occurred is considered the year established.

Sunset Review Required by, or, Sunset Termination Scheduled to Start by: This date is established by the "Maine Sunset Act" found in 3 MRSA Section 501-511. It is assumed that such review, or scheduled start of termination has been, or will be, implemented as of the date which appears in the Act. As dates in the Act are repealed, replaced or amended by the Legislature, this data element will reflect such change.

Reference:

Policy Area. There are 8 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the Maine State Government Annual Report, the State Budget Document, and the Maine State Government Reference Manual is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation.

Each of the 8 Policy Areas has been assigned a name and a 2-digit number as follows:

00 General Government
01 Economic Development
02 Education and Culture
03 Human Services
04 Manpower
05 Natural Resources
06 Public Protection
07 Transportation

Umbrella. In order to make the list of some 470 organizational units manageable, they have been classified by the relationship between them. This was done by two criteria:

a) Each State *Department, the Public Utilities Commission, Maine Maritime Academy, and the Board of Trustees of the University of Maine System* was assigned a different *2 digit number* and each unit which was, by law, determined to be a part of one of these was assigned to *that 2 digit* "umbrella" number. Thus all units carrying an "01" *in front of their 3 digit unit number* are part of the Department of Agriculture, Food and Rural Resources, for example.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

01 Department of Agriculture, Food and RuralResources
02 Department of Professional and Financial Regulation
03 Department of Corrections
04 Department of Conservation

05 Department of Educational and Cultural Services
06 Department of Environmental Protection
07 Executive Department
08 Department of Finance
09 Department of Inland Fisheries and Wildlife
10 Department of Human Services
12 Department of Labor
13 Department of Marine Resources
14 Department of Mental Health and Mental Retardation
15 Department of Defense and Veterans Services
16 Department of Public Safety
17 Department of Transportation
18 Department of Administration
19 Department of Economic and Community Development
26 Department of the Attorney General
27 Department of Audit
28 Treasury Department
29 Department of The Secretary of State
30 Legislative Department
40 Judicial Department
65 Public Utilities Commission
75 Maine Maritime Academy
78 Board of Trustees of the University of Maine System

b) The many independent units—*not* a part of the umbrellas listed above—were assigned *to one of 5 two digit umbrella numbers* which helped to classify the units in terms of the prevailing nature of their statutory or other authority or relationship to State Government. Thus umbrella "90" identifies those that "Regulate", "92" those that "Advise", etc.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

90 Independent Agencies—Regulatory
92 Independent Agencies—Advisory
94 Independent Agencies—Other
98 Independent Agencies—Interstate Compact
99 Independent Agencies—Not Part of State Government

Unit. Each State Government organizational unit created by the Constitution, Statute or Private and Special Law has been assigned a different *three (3) digit number*. Each unit created by Legislative Order, by Judicial Order, by Executive Order of the Governor—or, in a few cases, by other acceptable authority—has been assigned its *parent's 3 digit unit number* PLUS *a letter*.

Unit Citation. Reported here is the legal citation which created the organizational unit. When one locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

Average Count—All Positions and **Legislative Count.** One, both or neither of these items may appear in the heading, depending on whether or not the information was provided in the agency's original report. Where neither are included, the agency generally has no paid employees. The *Average Count—All Positions* as reported by the agency is the average count of employees on the payroll of the agency, paid out of any and all funds. The *Legislative Count,* where applicable, is the number of *permanent* positions reported by the agency as authorized to it in the Appropriation Acts, passed by the Legislature for the time frame covered by this Report. In general, an average count which exceeds Legislative count may usually be attributed to contractual or federally-funded positions which do not require Legislative approval.

Organizational Units. Listed under this heading are all organizational units, both statutorily and administratively-created, which are an integral part of the agency. Most of these organizational units are either discussed in the accompanying text or are presented separately in a successive report.

PURPOSE: This is a brief expression of the agency's overall objective, purpose or mission. Any revision was based, insofar as possible, on the original statement of the agency as contained in its report but modified to make the sentence structure more continuous. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of any agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through the authority vested in its executive head. There are some reports, however, where this distinction is not noted.

ORGANIZATION: It is characteristic of the State Government to exist in an organizational flux as it is modified and altered by each successive Legislature and each Administration to meet contemporary needs for programs and services. This section offers some clarification of the past and present administrative position of each principal agency in the hierarchy of Maine State Government in an effort to minimize confusion caused by name-changing, establishment, abolishment, transfer and merger of agencies and their subdivisions. While such organizational shuffling has occurred since Maine became a state in 1820, it may be observed that two major reorganizations have tended to shape the State Government of today, one taking place in 1931 and the other in the period from 1971 through 1973. Their impact on the organizational development of each agency is highlighted in this section along with other significant administrative and organizational details. The organizational background information is based upon that contained in original agency reports, but greatly expanded and authenticated through use of the *Maine Revised Statutes Annotated, 1964,* as amended, the *Public Laws of the State of Maine,* and *Agencies of Government, State of Maine, 1820-1971,* published by the Maine State Archives.

PROGRAM: Although the identification, administration and organization of State agencies are significant to the purposes of this report, an account of their specific activities and accomplishments during the past fiscal year is fundamental. It is intended that the program of each agency be reproduced essentially as authorized in its original report; however, various standard editing policies have become necessary. Material presented in an outline or catalogue format was rewritten in narrative form; reference to particular personalities and strong editorial comment were deleted, as were vigorous pleas for increased funding and additional personnel; acronyms were researched and, wherever possible, their representations substituted; abbreviated or improper agency and institution names were corrected; and other grammatical and remedial changes were made as necessary to promote maximum clarity and readability and maintain a factual, objective approach without altering the context of the original material.

At the departmental level, the program summary generally consists of a broad review of overall departmental activity, with details provided in the reports of component organizational units which follow. Several departments are unique in that they embrace a number of somewhat autonomous units under the general administrative direction of an executive head. In such instances, the department's program summary may be comprised solely of the reports of its component units.

LICENSES, PERMITS, ETC.: Many state agencies issue licenses, permits, registrations or certificates. This heading is an attempt to assemble such information in a broad-interest document.

PUBLICATIONS: This section provides an opportunity for an agency to make known additional information concerning its programs and products, by listing its available publications.

FINANCES, FISCAL YEAR: Financial data relating to agency operations during the past fiscal year displays all agency expenditures by category and type of fund.

This data is generated from the Bureau of Budget's computer-based *PLA-BAC* system supplemented by data not included in the State's accounting system or not carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine System and the Maine Maritime Academy. Data relating to enterprise-type accounts reflects only those expenditure elements which are included in the work program process.

Expenditures of the agency are indicated by fund and line category detail in general accordance with the State's accounting system. Some categories are split and some are combined in an effort to meet what is interpreted to be the intent of the Annual Report law.

The chief administrative unit of each department-type umbrella will have two financial displays: one which records the summary of all expenditures for the umbrella; and one for those expenditures relevant only to the operation of the chief administrative unit.

Since the *PLA-BAC* system deals with "rounded" whole dollars, some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

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This *Maine State Government Annual Report* is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and intent of the law and in the interests of promoting greater comprehension of the workings of the State Government and its responsibility and responsiveness to the public it serves. How closely this report achieves these objectives is left to the judgement of those who will use it.

THE EDITOR

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Board of Trustees of the University of Maine System 789
  Bureau of Public Administration 792
Board of Trustees of the Maine Veterans' Home 793
Board of Visitors—Augusta Mental Health Institute 794
Board of Visitors—Bangor Mental Health Institute 795
Board of Visitors—Maine Correctional Center 796
Board of Visitors for the Military and Naval Children's Home 797
Board of Visitors—Pineland Center 798
Board of Visitors—State Prison 799
Board of Visitors—Maine Youth Center 801
Board of Trustees of the Maine Vocational-Technical Institute System 802
  Energy Testing Laboratory of Maine 804
  Central Maine Vocational-Technical Institute 805
  Eastern Maine Vocational-Technical Institute 806
  Kennebec Valley Vocational-Technical Institute 808
  Northern Maine Vocational-Technical Institute 810
  Southern Maine Vocational-Technical Institute 811
  Washington County Vocational-Technical Institute 813
New England Interstate Water Pollution Control Commission 815
Whitewater Advisory Committee 816
Whitewater Safety Committee 817
Maine Commission for Women 818
Work Center Purchases Committee 820
Workers' Compensation Commission 821
  Office of Employment Rehabilitation 823
  Office of Employee Assistants 825

GUIDE TO ORGANIZATIONAL UNIT CHANGES:
Abolishment, Creation, or Renaming

Organizational units of Maine State Government are not static entities. As time passes decision-makers readjust unit structures to reflect new missions, or the completion of a unit's usefulness. Thus, some units are dissolved or become inactive, and others are created, renamed, or occasionally, combined. Hopefully the following listings will aid in tracing the organizational lives of those recently altered units and, through the umbrella/unit number, provide the key for background research in previous documents.

Organizational Units Recently Abolished. The repeal of an authorizing or creating citation does not necessarily imply that the performance of a unit's functions and responsibilities have ceased altogether. Several actions could have transpired. For examples, the services may still be performed by administrative direction, or the Legislature may have reassigned the functions.

Still other units may have been created with an established life span as a component of their authorizing legislation.

Organizational Units Which Were Inactive During the Report Period. These units, though inactive during the reporting period, are listed in the index.

Organizational Units Which Have Been Recently Created or Renamed. These units are included in this section if the unit became operational during the report year; or if it was created during the year but did not become effective until the following fiscal year (90 days after the close of the Legislative session for example.)

Organizational units whose names have been changed are listed in the Index by the new name.

The following listings are irrespective of the Sunset Law which has established termination and/or review dates for the majority of Maine State Government units. The assigned sunset date is found in the heading of each unit as appropriate.

ABOLISHED ORGANIZATIONAL UNITS — FY 88

Um-Unit	*Name*	*Effective Date*	*Enabling Citation*	*Repealing Citation*
04-058B	Division of Spruce Budworm Management		12 MRSA, Sect. 8401	1979 PL, Ch. 737
05-071D	Office of the Deputy Commissioner (Education)		20 MRSA, Sect. 202	Administrative Decision
07-102W	State Agency Housing Coordinating Committee	7-2-81	Exec. Order 1 FY 81/82	Exec. Order 1 FY 81/82
07-151	State Development Office (See Dept. of Economic & Community Devel.)	10-1-87	5 MRSA, Sect. 7001	1987 PL 534, §A, 16
07-154	Division of Tourism (See Dept. of Economic & Community Devel.)	10-1-87	5 MRSA, Sect. 7004	1987 PL 534, §A, 16
07-413A	Advisory Committee to Public Advocate	3-6-87	Res. 1983, C. 48	5 MRSA, Sect. 12015(2)
60-389	(Office of) Commissioner of Personnel (See Dept. of Administration, Bureau of Human Resources)	7-1-86	5 MRSA, Sect. 631	1985 PL 785, §B, 19
92-321	State Energy Resources Advisory Board	7-1-87	5 MRSA, Sect. 5007	1985 PL, Ch. 763
92-363	Public Transportation Advisory Committee	6-25-87	23 MRSA, Sect. 4209	1987 PL 428
92-461	Maine Vacation Travel Commission (See Dept. of Economic & Community Devel., Maine Travel Commission)	9-29-87	5 MRSA, Sect. 7005	1987 PL 534

NEWLY CREATED UNITS — FY 88

Um-Unit	*Name*	*Citation*	*Date*
01-303	Pull Events Commission	7 MRSA, Sect. 75	05-03-88
01-328	Aroostook Water and Soil Management Board	7 MRSA, Sect. 332	09-29-87
02-042	Board of Licensure of Railroad Personnel	32 MRSA, Sect. 4145	04-28-88
02-502	Acupuncture Licensing Board	32 MRSA, Sect. 12406	09-29-87
02-503	Mandated Benefits Advisory Commission	24 MRSA, Sect. 2325B	09-29-87
02-504	Therapeutic Pharmaceutical Monitoring Panel	32 MRSA, Sect. 2428	07-01-87
04-058E	Division of Insect and Disease Management	12 MRSA, Sect. 8101	08-24-87
05-076	Bureau of Adult and Secondary Vocational Education (Name Change)	20 MRSA, Sect. 202	

07-112	Maine Science and Technology Commission	5 MRSA, Sect. 13122	04-28-88
07-417	Office of Child Welfare Services Ombudsman	22 MRSA, Sect. 5001	07-01-87
10-165	Driver Education Evaluation Program Appeals Board	22 MRSA, Sect. 7207	10-01-87
12-171	Human Resources Development Council	26 MRSA, Sect. 2005	07-01-87
15-214	Maine Emergency Management Agency	Name Change	09-29-87
16-230	Bureau of Intergovernmental Drug Enforcement	25 MRSA, Sect. 2955	09-29-87
17-251	Maine Transportation Capital Improvement Planning Commission	23 MRSA, Sect. 4501	09-29-87
18-389	Bureau of Human Resources	5 MRSA, Sect. 7033	07-01-87
19-100	Department of Economic and Community Development	5 MRSA, Sect. 13053	10-01-87
19-461	Maine Tourism Commission	5 MRSA, Sect. 13093	10-01-87
19-498	Office of Community Development	5 MRSA, Sect. 13072	10-01-87
19-499	Office of Business Development	5 MRSA, Sect. 13061	10-01-87
19-500	Division of Development Policy	5 MRSA, Sect. 13101	10-01-87
19-501	Office of Tourism	5 MRSA, Sect. 13092	10-01-87
19-505	Maine State Film Commission	5 MRSA, Sect. 13095	10-01-87
30-265	State Capital Commission	30 MRSA, Sect. 901	04-28-88
92-494	Maine Health Policy Advisory Council	5 MRSA, Sect. 19101	09-27-87
92-510	Committee to Advise the Department of Human Services on AIDS	5 MRSA, Sect. 19202	07-07-87
92-511	Cancer Prevention and Control Advisory Committee	22 MRSA, Sect. 1405	07-10-87
92-512	Commission on Job Opportunity Zones	5 MRSA, Sect. 15135	07-10-87
94-495	Maine High-Risk Insurance Organization	24A MRSA, Sect. 6052	09-29-87
94-508	Committee for the Interdepartmental Coordination of Services to Children and Families	34B MRSA, Sect. 1214	02-01-88
98-497	St. Croix International Waterway Commission	38 MRSA, Sect. 994	09-29-87
99-405	Maine Court Facilities Authority	4 MRSA, Sect. 1602	09-29-87
99-496	Maine Low-Level Radioactive Waste Authority	38 MRSA, Sect. 1511	07-01-87

INACTIVE UNITS

Um-Unit	*Name*	*Citation*
04-065	Maine Trails System Advisory Committee	12 MRSA, Sect. 602
04-066	Keep Maine Scenic	12 MRSA, Sect. 633
05-071U	Commission on the University of Maine	1983 PL 839
05-092	Maine Education Council	20A MRSA, Sect. 651
07-102B	Governmental Metric Policies Committee	Exec. Order 1, FY 77
07-102G	Governor's Advisory Commission on Maine Canadian Affairs	Exec. Order 11, FY 75
07-102I	Coastal Advisory Committee	Exec. Order 12, FY 84
07-102K	Governor's Council on Physical Fitness and Sports	Exec. Order 1, FY 81
07-102N	Governor's Task Force on High Level Nuclear Waste	Exec. Order 9, FY 86
07-102P	Governor's Select Committee on Judicial Appointments	Exec. Order 5, FY 79
07-102T	Governor's Advisory Committee on World Trade	Exec. Order 7, FY 80
07-102U	Governor's Management Task Force	Exec. Order 8, FY 80
07-102V	Maine Consumer Coordinating Council	Exec. Order 4, FY 81
07-417	Office of Child Welfare Services Ombudsman	22 MRSA, Sect. 5001
10-178	Adaptive Equipment Loan Program Fund Board	10 MRSA, Sect. 373
10-369	Participation Review Board (to Marijuana Therapeutic Program)	22 MRSA, Sect. 2415
19-488	Office of Comprehensive Land Use Planning	5 MRSA, Sect. 13111
19-513	Planning Advisory Council	20 MRSA, Sect. 4960D
29-258	Advisory and Review Board on Driver Licensing and Vehicle Registration	29 MRSA, Sect. 2246
30-273	Commission on Intergovernmental Relations	3 MRSA, Sect. 271
92-139	Criminal Law Advisory Commission	17A MRSA, Sect. 1351
92-301	Advisory Committee on State Telecommunications	5 MRSA, Sect. 350
92-406	Advisory Committee on Maine Public Broadcasting	20A MRSA, Sect. 801
92-418	Ground Water Protection Commission	P&S 1979, Ch. 43
92-455	Commission to Study Workers' Compensation Insurance	PL 1983, Ch. 479
94-319	Board of Emergency Municipal Finance	30 MRSA, Sect. 5301
94-404	Mining Excise Tax Trust Fund Board of Trustees	5 MRSA, Sect. 453
94-464	Regional Agricultural Committee	Res. 1983, Ch. 46
98-394	New England Interstate Planning Commission	10 MRSA, Sect. 304
98-432	Vehicle Equipment Safety Commission	29 MRSA, Sect. 1513
99-309	Maine Sludge and Residuals Utilization Research Foundation	38 MRSA, Sect. 1380

UNITS THAT DID NOT SUBMIT AN INDIVIDUAL REPORT

Um-Unit	*Name*	*Citation*
02-032	Securities Division (See Professional and Financial Regulation)	9B MRSA, Sect. 212A
10-144G	Division of Welfare Employment (See Human Services, Income Maintenance)	22 MRSA, Sect. 1
10-144N	Office of Health Planning and Development (See Human Services)	22 MRSA, Sect. 1
30-264	(Office of) Executive Director of the Legislative Council (See Legislative Council)	3 MRSA, Sect. 163
30-268	Law and Legislative Reference Library (See Legislative Council)	3 MRSA, Sect. 171
90-460	Maine Health Care Finance Commission (did not report)	22 MRSA, Sect. 383
90-469	Professional Advisory Committee (MHCFC—did not report)	22 MRSA, Sect. 396P
90-470	Hospital Advisory Committee (MHCFC—did not report)	22 MRSA, Sect. 396P
90-471	Payor Advisory Committee (MHCFC—did not report)	22 MRSA, Sect. 396P
94-216	Maine Veterans' Small Business Loan Board (See Finance Authority of Maine Report)	10 MRSA, Sect. 1100A
94-410	State Emergency Response Commission (See Defense and Veterans' Services)	Exec. Order 15, FY 86/87
94-468	Natural Resource Financing and Marketing Board (See Finance Authority of Maine Report)	10 MRSA, Sect. 985
94-483	Pine Tree Partnership Fund Board (See Finance Authority of Maine Report)	10 MRSA, Sect. 353
99-430	Eastern States Exposition Advisory Board	7 MRSA, Sect. 403

DEPARTMENT OF ADMINISTRATION

CHARLES A. MORRISON, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4505
Mail Address: Statehouse Sta. #74, Augusta, Maine 04333

Established: July 1, 1986 *Sunset Review Required by::* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 106; *Citation:* 5 M.R.S.A., Sect. 1871

Average Count—All Positions: 560 *Legislative Count:* 306

Organizational Units:

Division of Administrative Services
Bureau of Employee Relations
Office of Information Services
Bureau of Public Improvements
Bureau of Purchases
Bureau of Human Resources
Board of Trustees, Group Accident, Sickness or Health Insurance
Bureau of State Employee Health
Risk Management Division

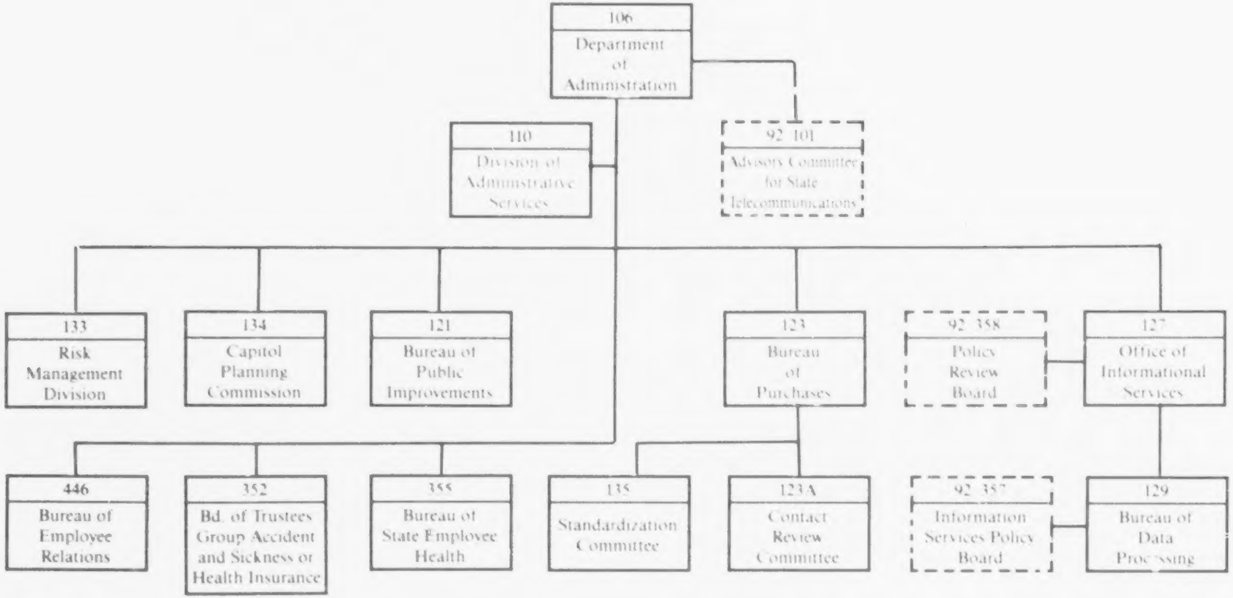
PURPOSE: The Department of Administration is responsible for providing central administrative services to the departments and agencies of State government, including human resource and labor relations services; insurance programs; purchasing, printing, and postal services; the provision and maintenance of State facilities; data processing and telecommunications services; and employee health and assistance programs.

ORGANIZATION: The Department of Administration was established through Chapter 785 of the Public Laws of 1985, effective July 1, 1986. This legislation provided for a major reorganization of central financial and administrative units in State government. The former Department of Finance and Administration was dissolved, with fiscal management and revenue units placed in the Department of Finance and administrative service units placed in the Department of Administration. This and subsequent legislation also reorganized the State's central data processing and telecommunications services under a new Office of Information Services headed by a Deputy Commissioner. The reorganization also created the Bureau of State Employee Health, addressing wellness and health services, cost containment programs and administering the existing Employee Assistance Program. The former Governor's Office of Employee Relations was placed in the department as the Bureau of Employee Relations, and effective July 1, 1987, the (Office of) Commissioner of Personnel became the Bureau of Human Resources within the department.

PROGRAM: The programs of the department are implemented through its component units. The primary emphasis is to provide responsive, high quality and cost effective services to State departments and agencies and related public institutions. The department, through the Commissioner's Office and its service units, strives to coordinate the administrative activities of the Executive Branch with those of the Legislature, the Judiciary, the University of Maine System, and the Maine Vocational-Technical Institute System. The priority for all units is to continue improving services to state agencies.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF ADMINISTRATION
UMB 18


106
Department of Administration
110
Division of Administrative Services
92-101
Advisory Committee for State Telecommunications
133
Risk Management Division
134
Capitol Planning Commission
121
Bureau of Public Improvements
123
Bureau of Purchases
92-358
Policy Review Board
127
Office of Informational Services
446
Bureau of Employee Relations
352
Bd. of Trustees Group Accident and Sickness or Health Insurance
355
Bureau of State Employee Health
135
Standardization Committee
123A
Contact Review Committee
92-357
Information Services Policy Board
129
Bureau of Data Processing

Approved by the Bureau of the Budget

ADMINISTRATION

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF ADMINISTRATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,099,087	5,516,936	94,511	292,617	29,015	4,166,008
Health Benefits	675,557	378,440	6,023	27,827	2,106	261,161
Retirement	1,872,764	1,042,262	18,541	53,052	5,293	753,616
Other Fringe Benefits	63,187	33,548	632	1,366	343	27,298
Computer Services—Comm	1,200	1,200				
Computer Services—State	126,662	30,891	3,425			92,346
Rents	1,039,655	16,529	10,908	40	273	1,011,905
Other Contractural Service	11,159,889	3,666,771	233,480	223,110	14,128	7,022,400
Commodities	3,981,353	714,034	12,434	28,167	6,817	3,219,901
Grants—Subsidies—Pensions	462,693	64,783		11,118		386,792
Buildings and Improvement	2,980,909	1,515,919	394,173			1,070,817
Equipment	101,432	62,047	3,015		1,390	34,980
Interest—Debt Retirement	358,770	294				358,476
Transfers to Other Funds	7,388,321		2,572		1,563	7,384,186
TOTAL EXPENDITURES	40,311,479	13,043,654	779,714	637,297	60,928	25,789,886

DEPARTMENT OF ADMINISTRATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	69,282	69,282				
Health Benefits	3,747	3,747				
Retirement	15,367	15,367				
Other Fringe Benefits	989	989				
Computer Services—State	204	204				
Rents	58	58				
Other Contractual Service	6,509	6,509				
Commodities	397	397				
TOTAL EXPENDITURES	96,553	96,553				

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE

COLBURN W. JACKSON, CHAIRMAN
JO A. GILL, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3626
Mail Address: Statehouse Sta. #114, Augusta, Maine 04333 1-800-422-4503

Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 352; *Citation:* 5 M.R.S.A., Sect. 285-286

Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: The Board of Trustees, Group Accident and Sickness or Health Insurance, was established to administer the State employees' insurance program, including health and dental.

ORGANIZATION: The Board of Trustees, established in 1968, consists of six members. Two members are appointed by the Maine State Employees Association; one retired State employee is selected by the presidents of the chapters of the Retired State Employees Association; two State employees are appointed by the Governor; and the Commissioner of the Department of Administration serves as an ex officio member. The Commissioner holds the master policies.

PROGRAM: The Board of Trustees conducted competitive bidding for health insurance, managed care and prescription drug program contracts for the policy year ending April 30th, of 1989. As a result of competitive bidding, the Board of Trustees awarded the health insurance to Blue Cross and Blue Shield of Maine. Blue Alliance Mutual Insurance Company was awarded the major medical contract. A voluntary prescription drug program was awarded to MEDCO and includes National Pharmacies Inc. for mail service and PAID prescriptions. In addition, the Board of Trustees conducted competitive bidding for the dental insurance coverage. As a result of this process, dental insurance coverage was awarded to Northeast Delta Dental for the policy year ending June 30th, 1989.

PUBLICATIONS:

Your Group Healthcare Benefits (free)
Northeast Delta Dental: Dental Plan Description (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	94,511		94,511			
Health Benefits	6,023		6,023			
Retirement	18,541		18,541			
Other Fringe Benefits	632		632			
Computer Services—State	3,425		3,425			
Rents	626		626			
Other Contractual Service	114,519		114,519			
Commodities	3,761		3,761			
Equipment	3,015		3,015			
Transfers to Other Funds	912		912			
TOTAL EXPENDITURES	245,965		245,965			

DIVISION OF ADMINISTRATIVE SERVICES

GEORGE H. VILES, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4500
Mail Address: Statehouse Sta. #132, Augusta, Maine 04333
Established: July 1, 1986 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 110; *Citation:* 5 M.R.S.A., Sect. 1876
Average Count—All Positions: 14 *Legislative Count:* 14

PURPOSE: The Administrative Services Division provides financial, personnel, and other management support services to all units within the Department of Administration. The Division is the Department's liaison with State and Federal representatives for the development and approval of cost allocation programs. The Division also serves as legislative liaison and provides special project assistance for the Office of the Commissioner and other departmental units.

ORGANIZATION: The Administrative Services Division was established by statute on July 1, 1986, with the creation of the Department and is responsible to the Commissioner of Administration.

PROGRAM: Key activities during the year included implementation of components of the State's automated human resources management system, automating monthly financial statements, and placing division personnel whose work is solely for one service bureau with that bureau. The division's service focus continues to be to function as support staff and consulting assistants to provide bureaus with the skills, information and procedures for them to act efficiently and independently.

PUBLICATIONS:

Department of Administration Affirmative Action plan (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	294,794	294,794				
Health Benefits	18,428	18,428				
Retirement	59,203	59,203				
Other Fringe Benefits	1,591	1,591				
Computer Services—State	4,570	4,570				
Other Contractual Service	17,117	17,117				
Commodities	4,800	4,800				
Grants—Subsidies—Pensions	111	111				
Equipment	3,426	3,426				
Interest—Debt Retirement	30	30				
TOTAL EXPENDITURES	404,070	404,070				

CAPITOL PLANNING COMMISSION

DALE F. DOUGHTY, CHAIRMAN
JON OXMAN, Chairperson

Central Office: B.P.I., Room 211, State Office Building; *Telephone:* 289-4000
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333

Established: 1967 *~~Sunset~~ Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 134; *Citation:* 5 M.R.S.A., Sect. 298

Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The Capitol Planning Commission was established to institute the development of a master plan to guide future State policy in the expansion of the States' physical plant and in the locating of State buildings and other public improvements in the Capitol area; to submit the completed plan to the Legislature for adoption; and to submit amendments as it deems necessary to the Legislature for adoption and inclusion in the official State master plan. The intended policy for development of the Capitol area is to proceed with economy, careful planning, aesthetic consideration and with due regard to the public interests involved.

ORGANIZATION: The Capitol Planning Commission was established in 1967, abolished in 1972 and recreated in 1973. The Commission consists of the Director of the State Planning Office, ex-officio, seven members appointed by the Governor, and a member of the Augusta City Council. The Governor's appointees must include: two residents of the Capitol Planning District; one resident of the City of Augusta; and four Maine citizens. The Commission elects a chairman from its membership and, while the Bureau of Public Improvements serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The State Planning Office also provides staff support. The Commission must meet at least once every four months.

PROGRAM: The Capitol Planning Commission met several times throughout the year conducting routine business within the scope of its responsibilities.

LICENSES, PERMITS, ETC.:

- Sign Permits for:
  - Businesses
  - Any building within Capitol Complex

PUBLICATIONS:

- Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Improvements.

CONTRACT REVIEW COMMITTEE

RONALD H. LORD, CHAIRMAN
CARL T. SILSBY, Contract Administrator

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 123A; *Citation:* 1987 Exec. Order 18
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Contract Review Committee was established to ensure that contracts for special services awarded by agencies of the State Government are necessary to carry out the duties and responsibilities of government and that fair and equitable treatment is afforded to all. The Committee is authorized to examine all such contracts for justification of need and for compliance with State contractual and financial procedures, and before granting approval, may require the presentation of evidence and such modifications of form and procedure as it deems relevant.

ORGANIZATION: The Review Committee for Contractual Services, originated in December, 1969, through an Executive Order of the Governor which established the three-member Review Committee within the Department of Finance and Administration composed of the State Controller, State Budget Officer and the State Purchasing Agent. A second Executive Order, issued in November, 1973, established the Committee under its present name and expanded its membership to include the Director of Central Computer Services as chairman. In late 1975, the State Purchasing Agent was named permanent chairman by consent of the Committee and the Commissioner of Finance and Administration, and in May, 1976, a contract administrator was appointed to operate within the Bureau of Purchases under the Committee chairman. A new Executive Order was issued by the Governor in March, 1984, to reconstitute the Committee as the Contract Review Committee comprised of the State Purchasing Agent as Chairman, State Budget Officer, State Controller and Director of Central Computer Services as ex officio members, and to strengthen the authority of the Committee over special services contracts. Committee membership was modified by a new Executive Order issued in August, 1986, and then restored to the 1984 organization in a June, 1987, Executive Order.

PROGRAM: The Contract Review Committee functions in accordance with regulations promulgated by the former Department of Finance and Administration and incorporated in Section 48 of the *Manual of Financial Procedures.* These regulations establish procedures for issuing Requests for Proposals (RFP's) on the provision of special services to government agencies and for the award of contracts and their amendments, all such operations being subject to Committee review and approval.

During the past year, the Committee acted upon approximately 1,000 contracts and contract amendments involving a total expenditure of over $37,370,000 in State and federal funds, for the purchase of an array of administrative, professional and technical services and resources not otherwise available within the State Government. This activity was conducted through independent review by Committee members as well as work sessions and meetings with agency representatives.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

BUREAU OF DATA PROCESSING

ARTHUR W. HENRY, JR., DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3631
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333

Established: July 1, 1986 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 129; *Citation:* 5 M.R.S.A., Sect. 1887

Average Count—All Positions: 114 *Legislative Count:* 0

Organizational Units:
Administrative Section
Computer Operations Division
Systems Software and Planning Division
Systems and Programming Division
Information Center Division

PURPOSE: The Bureau of Data Processing was created by legislation reorganizing the Department of Finance and Administration. Effective July 1, 1986, the new Bureau was created within the Office of Information Services under the new Department of Administration. At that time, service portions of the abolished Central Computer Services were transferred to the Bureau of Data Processing.

ORGANIZATION: The Bureau of Data Processing provides the major data processing services in State Government, including computer operations, programming and applications systems development. The Bureau, as authorized by the Deputy Commissioner of the Office of Information Services, works to assure consistency in programming services, stability in data processing functions, reliability in the operation and maintenance of systems throughout State Government, and the responsiveness and flexibility to react to changing situations and needs.

OIS/BDP has reinforced it's commitment to customer service over the last year by setting specific customer service goals and having each member of the organization attend a thorough customer service seminar. Service goals are monitored to improve all aspects of the Bureau's service philosophy.

PROGRAM:

INFORMATION CENTER DIVISION — To better provide these services, the IC is installing computer software products and training experienced staff on how to use these products within State Government to provide a wide range of assistance to all State management personnel.

The Information Center has installed a new software product on the IBM mainframe computer and on Personal Computer known as RAMIS. This is a so-called 'Fourth Generation Language' product that allows access to many information file types on various systems and is easy to use and very versatile. The Information Center (IC) staff have been trained to use and support this product and have provided its use and their expertise to several State agencies. The RAMIS product is 'user friendly' and offers English word commands to help State agency managers access information faster and more easily.

Additionally, the IC has added a support professional and upgraded the electronic mail facility (PROFS), making that facility easier to use and available to more State agencies. Over one hundred and sixty (160) new customers have been added to the PROFS system.

Several pilot projects using the new products have been completed with great success and several new projects are concurrently on-going with selected agencies to determine best how to use these facilities within State Government.

SYSTEMS SOFTWARE AND PLANNING DIVISION — This Division is responsible for the generation and maintenance of the Honeywell and IBM mainframe operating system and telecommunications software (including the NCR Comten telecommunications processor), the installation and maintenance of third-party vendor software, the maintenance and reporting of the Bureau's performance management and capacity planning systems, the planning and installation of data processing products, and the development of any specialized programming techniques. During the fiscal period, the hardware and software of the mainframes and network processors were upgraded in order to support new and improved services, products and capabilities.

Software upgrades on the IBM mainframe this past year included operating systems such as MVS/XA, VM/XA, and VM/SP in our Public Access System. Upgrades to existing products included COBOL/XE and UFO (programming development tools), VTAM (networking), FAVOR (for VSAM file backups), PROFS (the electronic mail and scheduling system), VMBACKUP (our prime file backup product in VM), and ISR (a scientific database). New products installed included Displaywrite/370 (an eventual replacement for the Document Composition Facility), IC/1 (a 'user-friendly' spreadsheet replacement for ADRS-II), RAMIS (a Fourth Generational Language), the Monitor (a product to monitor performance in CICS on-line processing), and VMLIB (a file library product).

Hardware improvements included the installation of 4 Model 3480 cartridge tape drives which provide faster performance coupled with denser storage in the new cartridge format which eventually may replace the tape reel format used in the industry for decades. Complete phasing out of the reel format, however, is likely to be years away. The on-going migration to the newer 3380 disk drives continued. Work is underway to eliminate the older 3375 disk drives and we are now beginning to utilize the Model E versions of the 3380's which have twice the storage capacity of the Model D's, while using the same cabinet and footprint size.

No new operating systems or products were installed on the Honeywell mainframe this year. However, upgrades were applied to our GCOS8 operating system as well as major products such as PARS8 (performance and capacity measuring) and MAGNA8 (a Fourth Generational Language).

Honeywell hardware improvements include the beginning of the migration to 3380 disk drives, progressing far enough to permit us to remove the Model 450 disk drives which represented the oldest disk technology we were using.

The most significant accomplishment by far in the network arena was the virtual completion of migrating all network customers to the Common Network, whereby from a single terminal either mainframe can be accessed at will. In fact, approximately 1800 terminal devices are currently connected, soon to include the Governor's Office and all Commissioners. While accomplishing this, the NCR Comten network software was upgraded twice and a new product called EGEN was installed which allows faster configuration changes to be implemented. Progress on the Common Network was successful enough to enable both an IBM and a Honeywell network processor to be removed. We are currently on the verge of deinstalling one more Honeywell network processor, not to mention the very last IBM network processor in the ensuing months. Also, while it is the accomplishment of another division, it is worth highlighting the new security system installed by Network Control which much improves the overall network security for dial-up lines entered via the public telephone system.

SYSTEMS AND PROGRAMMING DIVISION — This division provides a full range of application development services (analysis, design, programming) for State Government on a consulting basis. Work is performed in accordance with the State Standards for Systems Development. Support is provided for both Honeywell and IBM mainframes and a variety of departmental systems. State agencies taking advantage of these services encompass the three branches of State Government.

During this past year, major efforts were completed or underway in several areas. Included among these were:

Financial and Administrative Systems — In conjunction with a consultant, Systems and Programming has begun work on major new systems for payroll/personnel/position control, accounting, purchasing, and budget preparation. Over the next 2½ years, more than 20,000 hours will be committed to these projects.

Child Support Enforcement — This joint effort, funded by the Federal Government, involves the States of Maine and New Hampshire. A consultant is leading the design and programming effort. The new system is expected to be a model for other States.

Resource Directory — The Resource Directory provides on-line information to a variety of public and private agencies on human service resources available within the State.

Internal Systems — The Bureau of Data Processing, in response to customer requests, has begun work on improving the quality of our services by replacing billing and job submission systems.

Maintenance and enhancement services were provided for many State Government agencies. Among systems receiving on-going support are Legislative Bill Status; Alcoholic Beverages Point-of-Sale; Tax Set-Off and Fuel Tax; Budget Position; Education Finance; MOICC; Human Services Employee; Retirement Payroll; Refunds; Member Accounting; and, Corrections Master Record Keeping.

COMPUTER OPERATIONS DIVISION — The primary objective of the Computer Operations Division is to provide responsive, efficient and professional service to customer agencies requiring computer processing, media library, data entry, auxiliary data communications or data control services. On-line, timesharing, batch and remote processing is provided on a twenty-four (24) hour, seven days per week basis.

In keeping with our goals, we have continued our expansion to further enhance our ability to serve the growing computer needs of state agencies. Problems were encountered with the newly installed Honeywell DPS 88/861, but with the cooperation of Honeywell/Bull, Operations staff, and Systems Software personnel, we were able to provide the needed services. Our single DPS 88/861 was upgraded to a dual DPS 88/861 giving us the needed redundancy to supply our customers with the services they require while we continue to look into a more permanent solution. Our tape subsystem was replaced with a new Honeywell/Bull MTS8200 subsystem. This subsystem will provide our customers with greater reliability and increased high density (6250 BPI) tape capability from eight (8) to fifteen (15) drives. With the inclusion of a new string of Honeywell/Bull 3380 disk devices, which provide improved storage and performance over existing MSU501 devices, we begin another major conversion task.

The "backup" NCR Comten Front End Processor, the device that permits a common standard terminal to access both our Honeywell/Bull and IBM mainframes, was put online in response to a dramatic growth in the number of customers that required this equipment's unique ability.

The IBM 3090-150E has performed much as expected and we have continued our conversion from the IBM 3375 Disk devices to the new IBM 3380 models.

PUBLICATIONS:

Bureau of Data Processing—Comprehensive Plan—April 1987

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF DATA PROCESSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,364,012					2,364,012
Health Benefits	134,979					134,979
Retirement	429,171					429,171
Other Fringe Benefits	14,324					14,324
Computer Services—State	19					19
Other Contractual Service	2,196,250					2,196,250
Rents	505,337					505,337
Commodities	2,554,356					2,554,356
Grants—Subsidies—Pensions	5,249					5,249
Buildings and Improvement	7,127					7,127
Interest—Debt Retirement	319,489					319,489
Transfers to Other Funds	763,763					763,763
TOTAL EXPENDITURES	9,294,076					9,294,076

BUREAU OF STATE EMPLOYEE HEALTH

FRANK A. JOHNSON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4516
Mail Address: Statehouse Sta. #122, Augusta, Maine 04333
Established: July 1, 1986 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 355; *Citation:* 5 M.R.S.A. Sect. 954
Average Count—All Positions: 16 *Legislative Count:* 0

PURPOSE: The purpose of the Bureau of State Employee Health is to plan, to develop, and to implement programs and services designed to improve the health and safety of State employees. Working with the Labor/Management Committee on Employee Health, the Bureau's activities are designed to compliment efforts of the State Employee Health Insurance Program to contain health care costs.

ORGANIZATION: The Bureau of State Employee Health was created by legislation of the 112th Legislature in 1986. The Bureau is organized into two divisions: the Division of Employee Health Programs and the Employee Assistance Program (EAP). The Division of Employee Health Programs is responsible for coordinating and facilitating with other organizations the resolutions of State employee health and safety issues. A staff of public health educators provides health promotion and health education services and a public health nurse provides first aid and health services for State employees and visitors of the Capitol complex. The Employee Assistance Program is staffed by motivational specialists who provide assessment and referral services for all State employees, their families, and retirees.

PROGRAM: For Fiscal Year 1988 a major emphasis on the Bureau's activities was the development of health promotion and risk reduction services.

Upon the successful recruitment of staff, the Bureau introduced worksite blood cholesterol and blood pressure screening services enabling participants to identify health risks. Additionally, the Bureau offers programs in weight management/nutrition, smoking cessation, and AIDS education. Further, the Bureau assisted the Labor/Management Committee on Stressful Jobs in the development and delivery of a comprehensive stress questionnaire.

The Bureau has also worked with local exercise and fitness providers to negotiate group rates for State employees and their families to increase the accessibility of these services.

The State EAP offers free, voluntary, and confidential sessions with employees, their families and retirees to provide assessment and referral services. The EAP provides assessment and referral service statewide to employees experiencing a wide range of personal problems including substance abuse, marital difficulties, legal problems, or financial issues.

The Bureau continued to work with the Labor/Management Committee on Employee Health to review health care utilization and to recommend revisions to the health insurance plan. Recommendations to the Board of Trustees of the State Employee Health Insurance Program included the adoption of a utilization review program, medical case management, and expansion of dental insurance benefits.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE EMPLOYEE HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	325,142					325,142
Health Benefits	14,816					14,816
Retirement	60,544					60,544
Other Fringe Benefits	3,338					3,338
Computer Services—State	526					526
Other Contractual Service	112,249					112,249
Rents	15,782					15,782
Commodities	29,420					29,420
Grants—Subsidies—Pensions	848					848
Equipment	390					390
Transfers to Other Funds	4,848					4,848
TOTAL EXPENDITURES	567,903					567,903

EMPLOYEE SUGGESTION SYSTEM BOARD

CHARLES A. MORRISON, COMMISSIONER OF ADMINISTRATION

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761 (Voice)
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333 289-4537 (TDD)

Established: 1981

Reference: Policy Area: 00; *Umbrella:* 60; *Unit:* 408; *Citation:* 5 M.R.S.A., Sect. 642

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Employee Suggestion System Board has responsibility for the guidelines for administration of the State Employee Suggestion Award Program (5 MRSA, Section 642) and for making final determinations on suggestions submitted under these guidelines.

ORGANIZATION: Under the enacting statute, Board membership was defined as the Commissioner of Personnel, the Commissioner of Finance and Administration, and one other Commissioner of a State department to be appointed by the Governor. The Commissioner of Business, Occupational and Professional Regulation was appointed as the third member of the original board.

In July 1986, the Department of Finance and Administration was divided into two separate departments and, for continuity, the Board consisted of the Commissioner of Personnel, the Commissioner of Finance and the Commissioner of Administration.

The 1987, the enacting statute was amended and Board membership was redefined as the Commissioner of Finance, the Commissioner of Administration and one other Commissioner of a State department to be appointed by the Governor.

PROGRAM: Just prior to the start of FY 1988, the Employee Suggestion System Board was redefined by statute and the Commissioner of Administration was given responsibility for the daily administration of the Suggestion Award Program. To meet this new responsibility and authority, the Commissioner has conducted a study of the Suggestion Award Program and plans are now being developed to enhance the existing program by increasing monetary awards, increasing publicity efforts and securing the resources necessary to manage a successful program.

PUBLICATIONS:

Guidelines for the Maine State Employee Suggestion System (free).

FINANCES, FISCAL YEAR 1988: No cash awards were granted and no funds were transferred from the accounts of other State agencies during FY 1988.

BUREAU OF EMPLOYEE RELATIONS

KENNETH A. WALO, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4447
Mail Address: Statehouse Sta. #79, Augusta, Maine 04333
Established: July 1, 1986 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 446; *Citation:* 26 M.R.S.A., Sect. 979A
Average Count—All Positions: 15 *Legislative Count:* 15

PURPOSE: The Bureau of Employee Relations functions as the Governor's designee for employee relations for the State of Maine. The Bureau's mission is to:

(a) Develop and execute employee relations policies, objectives and strategies consistent with the overall objectives of the Governor;
(b) Conduct negotiations with certified and recognized bargaining agents under applicable statutes;
(c) Administer and interpret collective bargaining agreements, and coordinate and direct agency activities as necessary to promote consistent policies and practices;
(d) Represent the State in all bargaining unit determinations, elections, prohibited practice complaints and any other proceedings (including MLRB and Court cases) growing out of employee relations, collective bargaining activities, and workers' compensation;
(e) Coordinate the compilation of all data and information needed for the development and evaluation of employee relations and workers' compensation programs and in the conduct of negotiations;
(f) Coordinate the State's resources as needed to represent the State in negotiations, mediation, factfinding, arbitration, workers' compensation and other proceedings;
(g) Provide staff advice on employee relations and workers' compensation to the various departments and agencies of State government, including providing for necessary supervisory and managerial training; and
(h) Provide for central case management for workers' compensation cases, worker rehabilitation programs and coordination of State safety programs.

ORGANIZATION: Chapter 785, Public Laws of 1985, established the Bureau of Employee Relations within the Department of Administration.

PROGRAM: In FY 1988, the Bureau completed negotiations for two-year successor agreements to all twelve (12) collective bargaining agreements covering approximately 12,000 State and Vocational-Technical Institute System employees. Agreements were also reached over the payment of minimum salaries for teachers and related classifications in State government, and for retention and recruitment stipends for data processors and nurses. The Bureau was also engaged in multi-union negotiations over the State's compensation system. The Bureau also is responsible for management representation on ongoing labor-management committees dealing with stress, safety (including asbestos-related issues), employee health, and other bargaining related activities.

The Workers' Compensation Unit supervises departmental handling of all Workers' Compensation claims involving State employees; supervises the contract with a private firm for claims and bill processing; and coordinates claim development for the Attorney General's Office in the representation of the State at all legal proceedings. 1,497 cases involving lost time or medical expenses were filed in FY 1988.

The Worker's Compensation Unit or its designees represented the State at 351 informal conferences during FY 1988.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	418,636	418,636				
Health Benefits	21,593	21,593				
Retirement	81,962	81,962				
Other Fringe Benefits	2,304	2,304				
Computer Services—Comm	1,200	1,200				
Computer Services—State	3,396	3,396				
Other Contractual Service	225,745	225,745				
Rents	4,833	4,833				
Commodities	8,880	8,880				
TOTAL EXPENDITURES	768,549	768,549				

BUREAU OF HUMAN RESOURCES

NANCY J. KENNISTON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761 (Voice)
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333 289-4537 (TDD)
Established: July 1, 1987 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 389; *Citation:* 5 M.R.S.A., Sect. 7033
Average Count—All Positions: 40 *Legislative Count:* 41

PURPOSE: The Bureau of Human Resources is responsible for centralized administration of the State's Civil Service System. The mission of the Bureau is to adopt, amend and enforce Civil Service Rules and Regulations to ensure that positions essentially alike in duties and responsibilities are treated alike in pay and other civil service processes; to ensure that applicants for State positions are afforded fair and equal opportunity to obtain employment on the basis of merit and fitness; and through these merit programs and employee development and training programs, to promote effective services and economy for the conduct of State business. The Bureau of Human Resources is a service agency to the rest of State Government, and the Bureau's enacting legislation mandates a civil service system which is responsive to the needs of agencies and employees and contains provisions for the increased involvement of agencies in establishing policy and identifying problems and finding solutions to these problems.

ORGANIZATION: In 1937, the State of Maine enacted legislation (referred to as the Personnel Law) to parallel Federal Civil Service Law. Power and authority for administration of this Personnel Law was vested in a three-member State Personnel Board and a Bureau of Personnel (within the then Department of Finance). The Bureau was headed by a Director of Personnel who was jointly appointed by the Governor and the State Personnel Board to serve at the pleasure of the Board.

This organization for administration of the Civil Service System changed in 1941 when the Bureau of Personnel was afforded the status of an independent State agency referred to as the Department of Personnel. With this change, the power and authority remained vested in the Personnel Board and a Director appointed to serve at its pleasure.

In 1947, the State Personnel Board was provided statutory authority to appoint a State Advisory Council on Personnel comprised of representatives from the Legislature, the Governor's Office, the Governor's Executive Council, department heads, the employees' association, the Budget Office and the Public.

In 1953, membership on the State Personnel Board was increased from three to five members by adding a State employee selected by the Maine State Employees' Association and a member selected from department heads.

In 1975, the five member Board was made an all public body by deleting the special memberships added in 1953, and the Board's authority for an advisory council was discontinued.

In 1976, the organization for administration of the State Civil Service System experienced a major change. The Department of Personnel was made a Cabinet level department, headed by a Commissioner appointed by the Governor, to serve at the pleasure of the Governor. The Commissioner was provided the power and authority formerly vested in the State Personnel Board and the State Personnel Board was redefined as an advisory and appellant body.

In January 1981, the Governor placed the Office of Emplyee Relations under the direction of the Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities.

In 1986, legislation was enacted which significantly altered the mission and purpose of the Department of Personnel and provided a year of transition for the Department to become a Bureau within the newly established Department of Administration. During the transition period, the responsibilities established by this legislation for the Director of the Bureau of Human Resources were carried out by the Commissioner of Personnel. Effective with the start of the transition period on July 1, 1986, the State Personnel Board was discontinued and replaced by the State Civil Service Appeals Board. A Policy Review Board was established to provide advice and assistance to the Commissioner of Administration and the Director of Human Resources with respect to Civil Service policy and program development. The Office of Employee Relations was established as a Bureau within the Department of Administration and the former Training Division of the Office of Employee Relations was placed under the Bureau of Human Resources.

In July 1987, the transition required by the 1986 legislation was completed and the Bureau of Human Resources was established as the replacement organization for administration of the State's Civil Service System.

PROGRAM: During its one-year transition period and throughout FY 1988, the Bureau worked closely with the Civil Service Policy Review Board to review the policy and procedures established for administration of the Civil Service System and to develop new and improved human resource management programs and policies. As part of this effort, the Bureau has initiated a change to the Civil Service Rules to provide the flexibility it will need to test and evaluate new ideas and programs as they are developed. Some of the major issues considered by the Board during the reporting period were: a process to provide more immediate funding of reclassification and range change authorizations; ways to improve the performance evaluation system for State employees; and special compensation programs.

The Bureau continued to meet monthly with agency personnel managers and their staffs to discuss issues, solicit input and to inform agencies of policy and procedural changes. These sessions provided a valuable forum for exchanging information and fostering cooperative relationships.

As detailed by the program reports which follows, the priority goals of the Bureau for FY 1988 were:

— To provide agencies and departments of Maine State Government with effective and timely human resource services.

— To ensure that individuals who are hired have the knowledge and skills necessary for the effective operation of State government; and to encourage the retention of qualified employees.

— To enhance the ability of State agencies to implement effective Affirmative Action Programs.

— To establish that "quality professional development" of State employees is an accepted and supported policy of all State government.

Merit System Administration: Internal organizational changes were made to enhance the recruitment, testing and referral services of the Bureau. The new organization will provide more aggressive recruitment services, allow operating agencies more control in the hiring process through cooperative efforts and place applicant screening decisions as close to the operating agency employers as is possible within the framework of merit standards and the Civil Service Law.

Efforts to decentralize the authorization of personnel transactions to operating agencies were continued. All major agencies now have direct access to the State's Human Resource data base via computer terminals and agency personnel staff have been trained to enter transactions directly. By October 1988, all major agencies are expected to be processing all employee transactions on site, subject to audit by Bureau staff during the same pay cycle that the transaction is entered. Agencies will also have the capability to produce reports directly from the data base to improve their ability to manage their human resources.

The merit system staff continued to use the automated system developed to track applicants for State employment by minority status, veterans status, sex, age and handicap through the application and examination processes required for placement on class registers. The tracking system provides the capability to determine the point in the screening and testing processes where a particular applicant group may be having difficulty, or appears to be adversely affected, so that any needed corrective action can be taken. The tracking system is also used to schedule applicants for testing, for performing statistical item analysis of written examination results, and for maintaining a large number of records accurately and with minimal processing time.

Efforts to automate the employment register and certification functions were continued. Automation of these functions will provide for more efficient and effective recruitment and referral services to operating agencies.

Negotiations with a coalition of unions over the State's job evaluation system were continued.

A special effort was made to reduce the backlog of reclassification appeals and approximately 50 appeals were successfully resolved through discussion with operating agency managers and union representatives.

For informational and recruitment purposes, a pamphlet was published which describes the Civil Service System, the procedure for obtaining Civil Service employment and the State's benefit package.

As part of the Bureau's decentralization efforts, performance testing for selected clerical classifications was delegated to operational agencies.

Affirmative Action: The State Affirmative Action Coordinator continued to provide direction and support to State agencies in the development and implementation of agency Affirmative Action Plans. More than half of these plans have been completed. Considerable time and effort was spent in the research and development of a special Affirmative Action Program for people with disabilities which will be implemented during FY 1989.

State Training and Development: Training and management consulting services were provided to 3,167 participants, including orientation for approximately 600 new employees. Other ongoing training included courses in management skills, labor relations, clerical skills (including a Secretarial Symposium which was attended by 200 participants), personnel policies, stress management, interviewing skills and other subjects relevant to management and, professional and career development of State employees.

Training and consulting services were provided by four staff members from the Bureau of Human Resources and a 20-member training cadre drawn from line agencies and managed by the bureau staff.

A strategic planning process was initiated with line agencies to develop a process for expanding training resources through increased agency involvement in both the long-range planning and the delivery of training to State employees in their respective agencies.

A video on New Employee Orientation was produced by the training staff which will be used by operating agencies to conduct standardized employee orientation workshops throughout the State.

Several communications and organizational development consulting projects were initiated for line agencies with very positive results.

An employee Recognition Program was developed by the training staff and jointly administered by the Bureau of Human Resources and the Bureau of Employee Health.

At the request of the Policy Review Board, the training staff provided representation for the State on a Labor-Management Committee established to develop a new performance appraisal system which places more emphasis on manager-employee communications.

The training staff also worked with the University of Maine on the following cooperative training projects: The Maine Executive Institute, Creative Writing, Career Development, Clerical Development and Conflict Management.

Planning and Policy Development: Bureau staff developed objectives and a plan for implementation to guide the Bureau in identifying and transferring selected Civil Service programs and functions (now centrally administered) to operational line agencies. Plan considerations include: ensuring that agencies have the resources needed to assume responsibility for a transfer candidate, ensuring that agencies are provided clear directions as to program requirements and accountability, and ensuring that audit standards, protocols and procedures to be applied by the Bureau are developed and negotiated with operational agencies prior to the transfer.

Bureau staff also provided research and program evaluation assistance to the Sunset review process; and, project coordination and research assistance to the State's efforts to develop an integrated, automated data base for personnel, payroll and budget uses.

PUBLICATIONS: The following publications are obtained through the Bureau of Human Resources unless otherwise noted:

State of Maine Civil Service Rules (also available through Central Warehouse, Bureau of Purchases, Order #139-D) ($2.57 ea.)
Instructional Pamphlet for Oral Examination Candidates (Free)
Informational Pamphlet on Veterans Preference in Maine State Service (Free)
A Listing of Classes Continuously Open to Application (Free)
Career Opportunity Bulletins (Announcements for Classes Open to Application for Employment) (Free)
State of Maine Application for Employment (Application forms are also available from branch offices of the Maine Job Service) (Free)
Salary Schedules (Available through Central Warehouse, Bureau of Purchases, Order #F-139) ($7.56 ea.)
Alphabetical Listing of Classes and Ranges (Available through Central Warehouse, Bureau of Purchases, Order #F139-B) ($2.37)
Affirmative Action Plan (Available through Central Warehouse, Bureau of Purchases, Order #135) ($2.28 ea.)

FINANCES, FISCAL YEAR 1988: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HUMAN RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	889,798	889,798				
Health Benefits	50,858	50,858				
Retirement	174,245	174,245				
Other Fringe Benefits	4,682	4,682				
Computer Services—State	-13,500	-13,500				
Rents	6,912	5,266	1,646			
Other Contractual Service	647,697	608,782	38,915			
Commodities	27,565	19,985	7,580			
Transfers to Other Funds	151		151			
TOTAL EXPENDITURES	1,788,408	1,740,116	48,292			

OFFICE OF INFORMATION SERVICES

GEORGE E. BARKER, JR., DEPUTY COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4550
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333

Established: July 1, 1986 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 127; *Citation:* 5 M.R.S.A., Sect. 1881

Average Count—All Positions: 31 *Legislative Count:* 10

PURPOSE: In order to make the best of the very valuable data and information that is continuously created throughout State Government, it is necessary to develop the means by which coordination of effort and use may be achieved. It is in the best interest of the State to be able to develop and use computer data and information in the most efficient manner possible.

It is also essential that when confidentiality of computer data and information is necessary or desirable, the confidentiality of this information can be assured. Therefore, the Office of Information Services was created to be responsible for providing information services in data processing and telecommunications and for assuring the coordination of data processing throughout State Government.

ORGANIZATION: Legislation enacted by the 112th Legislature during the 112th Second Regular Session established the Office of Information Services as a functional unit of the Department of Administration effective July 1, 1986. The same legislation created an Information Services Policy Board to assist the Deputy Commissioner in meeting the purpose and mission of the Office. The Bureau of Data Processing was also created to provide the major data processing services in State Government including computer operations, programming and application systems. During the 1987 fiscal year the office was organized into functional divisions and units to properly administer the planning, training and management review responsibilities along with the above mentioned data processing services. The 113th Legislature moved the Division of Telecommunications from the Bureau of Public Improvements to the Office of Information Services. Therefore, effective July 1, 1987 the Office of Information Services has included the Bureau of Data Processing, a Quality Assurance division, a Planning Division, a Telecommunications Division and a Training Division.

PROGRAM:

Planning Division — Strategic business systems planning efforts were initiated with several State departments. The division assisted the Department of Public Safety in completing a five-year Long Range Systems Plan. Management planning efforts were also begun with the Department of Marine Resources, the Bureau of Health, and Department of Economic and Community Development. Operational and project planning assistance was provided to the Maine State Retirement System, the Employee Assistance Program, the Bureau of Taxation, the Governor's Office, the Department of Educational & Cultural Services, the Public Utilities Commission, the Department of Inland Fisheries and Wildlife, the Bureau of Maine's Elderly, the Office of Tourism, and the Department of Conservation. The division participated in planning for a Statewide Geographic Information System with the natural resource agencies, the University of Maine System, local government organizations, and private sector representatives. A technical management steering committee structure was established to begin the planning process for strategic technical products and standards. The first major issue being addressed by this committee is the development of a Statewide Data Base Management strategy. Finally, OIS business and Statewide information resource management plans were developed internally and approved by the Information Services Policy Board.

Quality Assurance Division — The standards for the purchase of micro computers were revised to reflect the benefits of new technology. An interagency committee was formed to draft and evaluate proposals to supply micro computers to State agencies. Three vendors were chosen and each will provide training, support and maintenance along with each machine purchased. This will improve the purchasing process and provide some dollar savings. An internal support structure is presently being established. This will provide agencies with immediate attention to support issues and at the same time decrease the cost of maintenance. The division assisted eight (8) agencies in the RFP selection of information resources. Another aspect of the purchasing of equipment and/or services is the contract negotiations and review assistance provided by the division. Presently, the Quality Assurance Division is developing the process for organizational reviews (DP audits).

Training Division — The Training Division of OIS sponsored 24 seminars and conferences which provided training to 459 State employees as well as University of Maine System and private sector attendees. These sessions were focused on three distinct training tracks: professional, managerial, and technical. A computerized student records system was developed and implemented. The system is designed to maintain career development histories on Statewide data processing personnel. Several interagency steering committees were established to guide the development of specific curricula. A cooperative training agreement was successfully negotiated with the University of Maine System. Under the auspices of this agreement, we are jointly equipping a computer lab for the use of both organizations. Faculty, facilities and systems will be shared as well.

Telecommunications Division — The Office of Information Services was responsible for both the planning and operation of the statewide telecommunications system during this fiscal period. Prior to June 12, 1987, the operation of the system was the responsibility of the Bureau of Public Improvements.

In November 1987, shortly after the appointment of the Deputy Commissioner of the Office of Information Services, a Special Assistant was assigned the task of developing a statewide telecommunications plan. After 3 months of extensive interviews with customers, vendors, and key State managers, the outline of a three-phased plan was developed. In February 1988, the Special Assistant was given operational responsibility to begin the reorganization process that will lead to the implementation of the plan. The phase 1 plan, entitled the Strategic Telephone and Telecommunications Update, was published in April 1988.

During the last several months a number of major issues were acted upon. Inventory procedures were solidified and significant inventory losses were stopped completely. Accounting systems have been reworked, and a cost center accounting system implemented. Vendor payments have been examined and considerable work has been done to streamline invoice examination and payments. All bills are current and paid promptly. An RFP for the nodal class system was issued and awarded to AT&T. The first system providing all new system features was installed in Gardiner on June 30. An RFP for smaller "hybrid" class systems has been issued, and an RFP for the acquisition of a utility management system is being drafted. Staffing levels have been determined, which take advantage of both State staff and contractors. Of additional significance is the work of the Joint State/University Planning Committee made up of decision makers and technical managers of the various voice, data and video systems. Not only have a number of current facilities been examined, but considerable effort has gone into the groundwork necessary to build an integrated and shared network, which undoubtedly will provide both organizations with additional services and cost savings impossible if developed individually.

PUBLICATIONS:

Information Systems Plan Outline
Office of Information Services Annual Report for 1987
Status Report on State Information Systems
Strategic Telephone and Telecommunications Update
Strategic Information Systems Plan for the Department of Public Safety

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF INFORMATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	394,250	199,515				194,735
Health Benefits	19,915	9,019				10,896
Retirement	74,271	41,412				32,859
Other Fringe Benefits	3,310	2,364				946
Computer Services—State	89,953	23,232				66,721
Other Contractual Service	343,777	68,478				275,299
Rents	2,181	684				1,497
Commodities	491,251	6,444				484,807
Equipment	11,685	11,685				
Interest—Debt Retirement	38,991	4				38,987
Transfers to Other Funds	6,368,972					6,368,972
TOTAL EXPENDITURES	7,838,556	362,837				7,475,719

BUREAU OF PUBLIC IMPROVEMENTS

DALE F. DOUGHTY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4000
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333
Established: August 28, 1957 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 121; *Citation:* 5 M.R.S.A., Sect. 1876
Average Count—All Positions: 209 *Legislative Count:* 202

PURPOSE: The Bureau of Public Improvements was established to provide the planning, development and monitoring of the construction of all public improvements and public school facilities, maintenance and repair of all public improvements, property records control and property management of the State Capitol complex. The Bureau is authorized to plan and develop long-range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs; to advise and approve engineering and architectural services, proposals, plans, specifications and contracts for public improvements to State facilities and public school construction; to inspect materials, equipment, methods used and changes in plans in making public improvements and in inspection of public improvements during the course of construction or repair; to inventory all State property and removable equipment; to maintain records of construction costs and progress of public improvements; to supervise, control and maintain land and buildings in the State Capitol Complex; to lease or approve the leasing of grounds, buildings, facilities and office space required by departments and agencies of State Government; to identify and manage asbestos in State-owned and leased facilities; to assist the Capitol Planning Commission in the establishment and maintenance of a master plan for the orderly development of future State buildings and grounds in the Capitol Area of Augusta; and to serve as a secretariat of the Capitol Planning Commission.

ORGANIZATION: The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture and other property, and preserve and keep them in proper condition. The first Superintendent of Public Buildings was the then former Governor William King who was charged with the responsibility of erecting the State's first capitol. In 1943, the Superintendent's duties were expanded to include the responsibilities basic to the present Bureau. In 1953, when the Department of Finance became the Department of Finance and Administration, appointment of the Superintendent was vested in the Commissioner of Finance and Administration with the approval of the Governor. In a reorganization of the Department in 1957, the position of Superintendent was abolished and his powers and duties were assumed by a newly created Bureau of Public Improvements administered by a State Director of Public Improvements who is appointed in the same manner as the former Superintendent. Also at this time, the Property Records Division of the Department's Bureau of Accounts and Control was transferred to the new Bureau in further consolidation of the State's public improvement and property management functions. The latter became the responsibility of the Bureau's Property Management Program. The Bureau was charged with broad responsibilties for planning and plan review; design and construction of public improvements; Statewide repair and capital budgeting; and lease space and telecommunications management, among other duties.

In 1967, the Bureau was assigned the function of secretariat to the Capitol Planning Commission along with the responsibility for establishing and maintaining a master plan for the Capitol Area. The Commission, with its membership changed by the 106th Legislature in 1973 to better represent the City of Augusta and the neighborhoods within the Capitol Planning area, is actively working with the Bureau on a new master plan. Commission members are appointed by the Governor for 5 year terms. They elect their own Chairperson.

In 1971 the Legislature enacted major new school construction legislation. The Bureau was charged with the responsibility of monitoring the entire construction program to assure the most open and competitive process and the highest quality public school construction. In 1977, BPI established the position of Lease Space & Telecommunications Chief to directly serve these growing responsibilities. In 1982, a Lease Space coordinator and a Telecommunications coordinator were added to the staff. In 1987, the Telecommunications responsibilities were transferred to the recently established Office of Information Services, leaving the Lease Space management with the Bureau.

In 1979, the Legislature charged the Bureau with rulemaking responsibilites for the procurement of architectural & engineering services. In addition, $1.5 million was appropriated to BPI for the first phase of a major Statewide Handicapped Accessibility program in all State facilities. In 1981 the Legislature expanded this responsibility with rulemaking responsibilities for all buildings with public access, whether publicly or privately owned.

In 1977 and 1980, a total of $15 million was authorized by the Legislature and voters for a comprehensive program of energy conservation in public schools and State buildings. BPI has shared responsibility for the school program with the Department of Educational and Cultural Services and has been charged with complete responsibility for the Stateside part of the program. In 1981, the Legislature authorized for public referendum and the voters approved an additional $2 million to continue the State building conservation program. In addition, two permanent positions were added to the staff for long-term energy management work.

In 1986, $6 million was authorized by the Legislature and voters for the identification and removal of asbestos in State facilities. A measure to provide an additional $6 million and extend the program to the public schools was approved by voters in November, 1987.

In 1987, the Bureau was placed under the newly organized Department of Administration.

PROGRAM: The Program of the Bureau of Public Improvements is as follows:

Professional Services Division. The Professional Services staff oversees renovations, maintenance and repairs of roughly 3,000 state-owned buildings, consisting of approximately 11,000,000 square feet. The planning, design, review and construction monitoring staffs serviced approximately $79.5 million worth of public improvements during the past year. This has consisted of 37 public schools constructed worth $52,075,085 and capital construction projects on 192 State projects worth $11,213,778. Architectural and engineering costs, contingency, as well as other project costs on the above projects total an additional $12,300,000. Other State construction projects under $10,000 total approximately $600,000 annually. The division also reviewed approximately $1,000,000 in locally funded school projects last year.

The Division's Energy Conservation and Management Unit has, since the last report, implemented approximately 75% of the projects associated with the $520,000 Federal Matching Grant award for energy items at the Augusta Mental Health Institute. New funding for energy conservation has become available from Stripper Well Fund allocations totalling $1.45 million, of which approximately $300,000 has already been encumbered. The division has received direction from the Legislature and is complying with the assessment and evaluation of State electrical energy use and cost-effective potentials for conservation. One engineer position was removed from this work unit to meet urgent staffing needs in other areas of the Bureau's activities. This leaves two engineers to manage this energy activity.

Property Management Division. This Division now sees to the care and maintenance of 45 buildings of all sizes in the three complexes: A.M.H.I., Capitol, and Hallowell Annex.

Major hot topping included parking lots at the Hallowell Annex, State Police Headquarters, and the West Side of the State Office Building where a new entrance from Sewall Street was constructed and the new Jackson Street extension with curbing and sidewalks was completed.

The Building Control Section monitors and controls the operating parameters of 611 points in 11 Capitol Complex buildings, 24-hours per day, using a Honeywell DELTA 1000 Energy Management System (which was upgraded from the previous DELTA 2000 system) to provide security and environmental comfort for these buildings' occupants while minimizing energy costs.

The central telephone office provides service 7 days and evenings a week for the State telephone systems. It oversees the operation of 6683 telephones, handling an average of 1,490 incoming and outgoing calls per day. The operators are also handling calls from 11,000 people with I.D. numbers, an increase of 10% over last year. Forty percent of the service is informational.

Property Records Program. The year started with the Property Records ledgers showing a total cost valuation for Plant and Equipment of $335,673,240. During the year, this division audited and accounted for $26,966,576 additions and $13,074,819 retirements to the Capital Equipment Accounts, and Plant Reports were prepared showing additions of $18,149,140 and retirements of $132,058 to the Land, Building and Structures and Improvements Accounts. The 1988 year closed with a cost valuation for plant and equipment of $357,582,079, based on historical cost.

Space Management. Acceptable space for agency activities is a continuing problem, especially in the Augusta area. A greater emphasis on providing healthful and efficient facilities in locations, but serving the agency and client needs is a priority. In October of 1987, a full-time Division Chief was employed to assist agencies in obtaining leased facilities. The Division also is responsible for assistance in planning and assigning space for all State agencies statewide. Market conditions in growth areas and tough standards are creating higher lease rates. Potential lease sites must pass strigent tests regarding energy use, site soils, lighting and inside air quality. Current lease space is over 1,066,460 square feet statewide at an annual cost of $7,084,287. New leases meeting current standards are being negotiated in the area of $13.00 per square foot or more. It is anticipated that lease costs in most areas will increase substantially in the near future.

Division of Asbestos Management Activities. This Division was created in January of 1987 as an outgrowth of the Governor's Task Force on Asbestos Management. The Division conducted the legally mandated statewide survey of State facilities, and received legislative approval for its program plan based on that survey. In 1987, voters approved funds for a similar abatement program in the public schools, and the facility survey will be complete by the end of 1988. The Division conducts abatement projects in State and school facilities, responding to emergencies and long-term planned needs. Training and assistance programs are also provided to educate public employees and avoid future asbestos problems. During this year, the Division has become increasingly involved in other facility environmental issues affecting State employees, including indoor air quality, hazardous chemicals, and general safety problems.

LICENSES, PERMITS, ETC.

Parking Permits for:

- Temporary Handicapped
- Service Vehicles
- Outside Agency
- Car Pooling
- Commissioners

PUBLICATIONS:

Rules and Regulations — Capitol Planning Commission — n/c

Life Cycle Analyses — n/c

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC IMPROVEMENTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,522,596	3,200,964		292,617	29,015	
Health Benefits	278,905	248,972		27,827	2,106	
Retirement	646,481	588,136		53,052	5,293	
Other Fringe Benefits	21,272	19,563		1,366	343	
Computer Services—State	11,877	11,877				
Other Contractual Service	6,107,582	2,560,457	80,046	223,110	14,128	3,229,841
Rents	14,423	5,394	8,636	40	273	80
Commodities	705,363	666,512	1,093	28,167	6,817	2,774
Grants—Subsidies—Pensions	75,195	64,077		11,118		
Buildings and Improvement	2,953,347	1,515,919	394,173			1,043,255
Equipment	72,806	46,936			1,390	24,480
Interest—Debt Retirement	235	235				
Transfers to Other Funds	3,072		1,509		1,563	
TOTAL EXPENDITURES	14,413,154	8,929,042	485,457	637,297	60,928	4,300,430

BUREAU OF PURCHASES

RONALD H. LORD, STATE PURCHASING AGENT

Central Office: State Office Bldg., Augusta *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 123; *Citation:* 5 M.R.S.A., Sect. 1876

Average Count—All Positions: 77 *Legislative Count:* 19

Organizational Units:

- Purchasing Division
- Central Printing
- Surplus Division—State and Federal
- Contract Review Committee
- Central Mail Service
- Central Warehouse
- Central Photo Laboratory
- Central Convenience Copiers
- Standardization Committee
- Blind Made Products Committee

PURPOSE: The Bureau of Purchases was established to manage a procurement program that will result in obtaining the maximum projected value for each dollar of expenditure in an open competitive manner assuring fairness and integrity. The Bureau is authorized to purchase all services, supplies, materials and equipment required by the State government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State government; to purchase or contract for all postal service required for the use of the State government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the Commissioner of Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

A Blind-Made Products Committee was established to determine the price of all products which meet specifications prescribed by the State Purchasing Agent which are manufactured by Maine institutions for the blind and offered for sale to the State or any political subdivision.

ADMINISTRATION

ORGANIZATION: The Bureau of Purchases was created in 1931 as an organizational unit of the newly-established Department of Finance (named Department of Finance and Administration in 1953 and renamed Department of Administration in 1986) under the administrative direction of the State Purchasing Agent who is appointed by the Commissioner of Administration. Within the Bureau are the divisions of Postal Service, Warehousing, Central Printing, Central Convenience Copiers, Central Photography and State Surplus services. In 1977 the Department of Finance and Administration, through the Bureau of Purchases, was designated as the State agency to receive and distribute federal surplus property.

PROGRAM: The objective of the Bureau of Purchases is to procure collectively all services, supplies, materials, and equipment for the State in a manner that will best secure the greatest possible economy. Functions of the Bureau include operation of a Central Warehouse distributing departmental supplies for all agencies and foodstuffs for state institutions. The Central Photo Lab supplies photographic, developing, and video services to state agencies. Central Convenience Copiers administers the various photo copying equipment used throughout state government. The State Postal Center provides delivery, pick up and metering services to state mail. State and Federal Surplus Property Divisions handle the distribution and liquidation of surplus property of all types — Central Printing provides duplicating services and procures printed materials for all state agencies.

PUBLICATIONS:

The Maine State Government Annual Report (Price established by actual cost prorated per page of copy to each contributing state entity).

Salary Schedule (Price $1.50).

Personnel Rules (Price $3.00).

State House Station Directory—Free at present time.

Equal Employment Opportunity (Price $2.50).

How to do Business with the State of Maine — Free at present time.

Class, Titles, and Ranges (Price $2.50)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PURCHASES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,649,450	377,846				1,271,604
Health Benefits	122,010	22,012				99,998
Retirement	297,640	68,504				229,136
Other Fringe Benefits	10,428	1,847				8,581
Computer Services—State	25,080					25,080
Other Contractual Service	241,138	38,835				202,303
Rents	489,503	294				489,209
Commodities	141,872	5,915				135,957
Grants—Subsidies—Pensions	29,290	595				28,695
Interest—Debt Retirement	25	25				
Transfers to Other Funds	243,786					243,786
TOTAL EXPENDITURES	3,250,222	515,873				2,734,349

RISK MANAGEMENT DIVISION

TIMOTHY W. SMITH, DIRECTOR OF RISK MANAGEMENT

Central Office: State Office Bldg., Augusta; *Room:* 304 *Telephone:* 289-2341
Mail Address: Statehouse Sta. #85, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 133; *Citation:* 5 M.R.S.A., Sect. 1725A

Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Risk Management Division was established to provide insurance advice to the State government and administer all State insurance and self-funded plans and programs. The Director reviews annually the entire subject of insurance as it applies to all State property and activities; develops and maintains accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverages; recommends to the Commissioner of Administration such protection as deemed necessary or desirable for the protection of all State property and activities; recommends a limit of self-insurance on State-owned buildings, contents, furniture, fixtures, and activities consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverages for unusual or unique situations and conditions, as deemed necessary.

ORGANIZATION: The Maine Insurance Advisory Board was created in 1965. The board consisted of five people with insurance experience. This board existed until 1983 when it was abolished. At this time, the department name was changed to the Risk Management Division. The division was placed under the Department of Finance and Administration and, in 1986, it was placed in the new Department of Administration. The authority is based on the Director's recommendations and the approval of the Commissioner of Administration.

The handling of claims is based on a continuing reserve fund, created to indemnify the State for self-insured losses, related loss adjustment expenses, and loss prevention expenses.

PROGRAM: The following is a brief description of premiums, losses and pertinent information relative to the major lines of insurance administered by the Risk Management Division.

STATE PROPERTY INSURANCE

Company: Aetna Casualty & Surety Co.
Agency: The Dunlap Agency
Term: 7/1/87-7/1/88
Insured Amount: $1,205,748,218.00
Annual Premium: $348,327.00
Self-Retention: $1,000,000.00
Claims Incurred: $55,565.76

BOILER

Company: Travelers
Agency: The Dunlap Agency
Term: 7/1/87-7/1/88
Annual Premium: $46,685.00
Deductible: $5,000.00
Claims Incurred: None

COMPREHENSIVE BLANKET BOND

Companies: Hartford Accident & Indemnity Company, Aetna Casualty & Surety, and U.S.F.&G.
Agency: The Dunlap Agency
Term: 7/9/87-7/9/88
Coverage: Employee Fidelity, money & securities, and food stamps
Number of Employees: 18,826
Premium: $52,931.00
Losses Incurred: $136,000.00
Deductible: $5,000.00

OCEAN MARINE/BOAT INSURANCE

Company: Insurance Company of North America
Agency: W.C. Ladd & Sons, Inc.
Term: 7/1/87-7/1/88
Premium: $359,122.00
Claims Incurred: $2,429.44
Deductible: Various

POLICE PROFESSIONAL LIABILITY

Company: State of Maine Self-Insurance Fund
Agency: Risk Management Division
Term: 7/26/87-7/26/88
Premium: $75,000.00
Claims Incurred: $42,000.00
Deductible: $1,000.00

GENERAL LIABILITY INSURANCE

Company: United States Fidelity & Guaranty Insurance Company
Agency: The Dunlap Agency
Term: 9/13/87-9/13/88
Premium: $54,043.00
Claims Incurred: $5,000.00
Deductible: None

AUTOMOBILE FLEET LIABILITY INSURANCE

Company: State of Maine Self-Insurance Fund
Agency: Risk Management Division
Term: 9/8/87-9/8/88
Limits: $300,000 per occurrence
Premium: $646,632.00
Deductible: $5,000.00
Number of Units: 5,581
Claims Reported: 221
Claims Incurred: $806,461.67

AIRCRAFT FLEET INSURANCE

Company: Imperial Casualty & Indemnity
Agency: Aviation Underwriters
Term: 8/6/87-8/6/88
Premium: $48,075.00
Claims Incurred: None
Deductible: $500.00

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RISK MANAGEMENT DIVISION	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	76,616	66,101				10,515
Health Benefits	4,283	3,811				472
Retirement	15,339	13,433				1,906
Other Fringe Benefits	317	208				109
Computer Services—State	1,112	1,112				
Other Contractual Services	1,147,306	140,848				1,006,458
Commodities	13,688	1,101				12,587
Grants—Subsidies—Pensions	352,000					352,000
Buildings and Improvement	20,435					20,435
Equipment	10,110					10,110
Transfers to Other Funds	2,817					2,817
TOTAL EXPENDITURES	1,644,023	226,614				1,417,409

STANDARDIZATION COMMITTEE

RONALD H. LORD, RECORDING SECRETARY

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 135; *Citation:* 5 M.R.S.A., Sect. 1814

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Standardization Committee was established to advise the State Purchasing Agent and the Commissioner of Administration in the formulation, adoption and modification of the rules and regulations which prescribe the purchasing policy of the State, and to assist the State Purchasing Agent in the formulation, adoption and modification of specifications deemed necessary for the procurement of services, supplies, materials and equipment required for use by the State.

ORGANIZATION: The Standardization Committee was established in 1931 in conjunction with the Bureau of Purchases and consists of the Governor or his representative, the State Purchasing Agent, and four public members representative of industry, commerce and political subdivisions of Maine, and such State department or agency heads or their representatives as may be designated by the Governor to serve at his pleasure. The State Purchasing Agent is an ex officio nonvoting member. The Committee must meet at least semi-annually.

PROGRAM: This Committee establishes more standardized State specifications. In addition, the committee reviews and evaluates contracts or bids before awards are made if such appears to be of a controversial nature.

FINANCES, FISCAL YEAR 1988: 5 MRSA Sect 1814 provides that expenditures of this unit shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

ADVOCATES FOR THE DISABLED

LAURA PETOVELLO, EXECUTIVE DIRECTOR

Central Office: 2 Mulliken Court, Augusta | Telephone: 289-5755
Mail Address: P.O. Box 5341, Augusta, Maine 04330 | 1-800-452-1948

Established: October 1, 1977

Reference: Policy Area: 03; Umbrella: 99; Unit: 475; Citation: 22 M.R.S.A., Chapter 961

Average Count—All Positions: 18 | Legislative Count: 0

PURPOSE: To provide protection and advocacy services for people of all ages who have a disability and who meet enabling legislation eligibility criteria. Specifically, AD provides:

1. Direct advocacy assistance for:
    a. all persons who are developmentally disabled and have a disability rights-related complaint;
    b. persons with mental illness residing in facilities for their care and/or treatment, and persons released from such facilities within 90 days, who have a disability rights-related complaint;
    c. clients of the Bureau of Rehabilitation;
    d. children with disabilities who are in placements outside of their own homes.
2. Information and referral for advocacy services for people who are disabled, elderly, or low income.
3. Information and referral for rights and services related to disability.
4. Training on disability-related rights and services for people with disabilities and their family members.

ORGANIZATION: AD is a private non-profit agency with a governing Board of Directors. It is directly responsible to the Governor and Legislature and is annually certified by the Governor to act as the State Protection and Advocacy Agency. It has a staff of 18 people, including (8) Field Advocates, (3) Attorneys, (2) Program Directors, (1) Administrative Assistant, (1) Office Manager, (2) Secretaries, and (1) Executive Director.

PROGRAM: In FY 1988, AD served approximately 2,000 people and provided training to an additional 500. An intake coordinator was hired and a centralized intake process established.

The addition of staff attorneys resulted in an increase in the number of clients represented in administrative hearings. AD continued to serve an increasing number of mental health clients in all program areas.

Parent training and involvement of family members and people with disabilities on the Board and Mental Health Protection and Advocacy Advisory Committee, will continue as before.

PUBLICATIONS: (Free)
Rehabilitation Services Manual
Parent Information Packet
Social Security/Supplemental Security Income Manual
504 Manual

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

ADVOCATES FOR THE DISABLED

FINANCIAL STATEMENTS
THE ADVOCATES FOR THE DISABLED, INC.
FOR THE MONTH ENDED JUNE 30, 1988

	MONTHLY			YEAR TO DATE			ANNUAL
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	BUDGET
INCOME							
Fed P & A	$13,838	$15,438	$ (1,600)	$130,530	$138,938	$ (8,408)	$185,250
Fed MHP & A & 86/7 CO	7,263	16,997	(9,734)	87,214	152,973	(65,759)	203,964
State (VR)	-0-	11,904	(11,904)	107,138	107,138	-0-	142,850
State (MH/MR)	10,875	3,625	7,250	32,625	32,625	-0-	43,500
State (Educ.)	-0-	3,648	(3,648)	33,149	32,831	318	43,775
State (Direct) & Misc.	6,141	1,851	4,290	21,452	16,661	4,791	22,215
TOTAL INCOME	$38,117	$53,463	$(15,346)	$412,108	$481,166	$(69,058)	$641,554
EXPENSES							
Personnel	$24,044	$28,545	$4,501	$246,688	$256,905	$10,217	$342,541
BC/BS	1,159	1,468	309	11,080	13,212	2,132	17,617
FICA/ER	1,806	2,139	333	18,308	19,251	943	25,668
SUT	988	294	(694)	3,628	2,646	(982)	3,528
Travel	2,299	2,761	462	24,041	24,849	808	33,132
Insurance	-0-	1,042	1,042	11,807	9,375	2,432	12,500
Workmens Comp	74	74	-0-	963	667	(296)	889
Rent	3,741	1,875	(1,866)	16,837	16,875	38	22,500
Telephone	1,789	2,375	586	24,166	21,375	(2,791)	28,500
Postage	314	333	19	2,367	3,000	633	4,000
Supplies/Copying	383	1,083	700	3,857	9,750	5,893	13,000
Capital Equipment	2,100	354	1,746	2,861	3,187	326	4,250
Training	939	643	(296)	2,161	5,790	3,629	7,720
Advertising	415	167	(248)	1,428	1,500	72	2,000
Professional Fees	425	1,000	575	10,744	9,000	(1,744)	12,000
Audit	-0-	292	292	3,500	2,625	(875)	3,500
Maintenance/Repair	156	250	94	2,462	2,250	(212)	3,000
Board Travel	118	83	35	1,170	750	(420)	1,000
Interest Expense	-0-	-0-	-0-	189	-0-	(189)	-0-
Contractual Grants	-0-	8,683	8,683	23,921	78,148	54,227	104,198
Miscellaneous	60	-0-	(60)	548	-0-	(548)	-0-
TOTAL EXPENSES	$40,810	$53,461	$16,213	$412,726	$481,155	$73,293	$641,543
SURPLUS (DEFICIT)	$(2,693)	$ 2	$ 867	$ (618)	$ 11	$ 4,235	$ 11

MAINE COMMITTEE ON AGING

MARGARET RUSSELL, CHAIRPERSON
ROMAINE M. TURYN, Director

Toll Free: 1-800-452-1912 (Long Term Care Ombudsman Program only)
Central Office: Augusta Plaza, Augusta *Telephone:* 289-3658
Mail Address: Statehouse Sta. #127, Augusta, Maine 04333
Established: August 8, 1953 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 159; *Citation:* 22 M.R.S.A., Sect. 5108
Average Count—All Positions: 7 *Legislative Count:* 6

PURPOSE: It is the goal of the Maine Committee on Aging, an independent state agency, to advocate for the rights of older citizens and to assure that the elderly of the State of Maine have access to an adequate retirement income; the best physical and mental health possible; suitable housing; restorative services for those who require institutional care; opportunity for employment; and efficient community services. In addition, the Maine Committee on Aging advises the Governor, Legislature, and state and federal government on policies and programs affecting older people in Maine, and provides information to the public concerning older persons' rights and services available to them.

ORGANIZATION: The Maine Committee on Aging was created by Chapter 176 of the Private and Special Laws of 1953 and was reactivated every two years after 1953, with the exception of the 103rd Legislature. Chapter 630 of the Public Laws of 1973 established a permanent Committee on Aging. In 1974 Section 5108 of Title 22 of the Revised Statutes, as enacted by Section 1 of Chapter 630 of the Public Laws of 1973, was repealed and replaced by Section 5108, Chapter 793, of the Public Laws of 1974.

In 1981, the Committee's legislation was amended to provide for confidentiality and access to resident records for the Committee's Ombudsman Program (PL 1981, Chapter 72). The Legislature further amended the Committee's legislation in 1982, (P.L. 1981, Chapter 703) by making it an independent advisory committee located outside the Department of Human Services. In 1985, the Maine Committee on Aging legislation was again amended to give the Ombudsman Program authority to investigate complaints made on behalf of residents in adult foster homes. Legislation enacted by the Second Regular Session of the 112th Legislature expanded the scope of the Ombudsman Program to include elderly consumers of home based care services and provided funds to support an additional position for the program.

PROGRAM: The Committee is advisory to the Governor, Legislature, and state and federal agencies on all programs and policies impacting upon Maine's 200,000 elderly. It is concerned not only with the problems of age which demand a wide range of human services from income maintenance, health care, and service delivery such as transportation, meals and home care, but also with expanding the strengths and potentials of Maine's elderly to improve the quality of life. In addition, the Committee seeks to heighten the public's awareness of aging.

Since July 1975, the Maine Committee on Aging, through the Bureau of Maine's Elderly, has received a grant from the Administration on Aging to administer a Long Term Care Ombudsman Program, pursuant to legislative authority to investigate resident complaints in these facilities (22 MRSA 5112). The statewide program follows up on complaints made by residents or on their behalf; researches issues and promotes policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Department of Human Services, and area agencies on aging to assist in meeting those identified needs. A grant from the Administration on Aging funds a full time Ombudsman, and State funds provide for two assistant Ombudsmen. The program has 15 volunteer ombudsman and may empower up to 25 volunteer ombudsman statewide. This Program now investigates complaints made regarding adult foster homes and home based care services for the elderly. Throughout the past fiscal year, the Program investigated approximately 250 cases involving 600 complaints and participated in several major long term care education programs. The Ombudsman Program also administers a nursing home Quality of Life grant.

The Committee also investigates issues in long term care and advocates for appropriate changes with state and federal agencies and the long term care profession.

The Maine Committee on Aging co-sponsors with the Bureau of Maine's Elderly a two-day Blaine House Conference on Aging which is attended by hundreds of elderly delegates. As a result of this Conference, resolutions are passed dealing with recommendations for legislative and administrative proposals. Legislation initiated by the Maine Committee on Aging and passed by the First Regular Session of the 113th Legislature include: Tax Credits for Dependent Care; An Act to Afford Consumer Protection on Continuing Care Retirement Communities; An Act to Provide Qualified Nursing Assistant Services; expansion of the Supplemental Security Income Program; and a resolution to Congress urging passage of spousal impoverishment legislation. Other legislation supported by the Maine Committee on Aging included certification of adult day programs and increased property tax relief for the elderly and low income individuals.

Legislation initiated and/or supported by the Maine Committee on Aging and passed by the 2nd session of the 113th Legislature included development of a Department of Human Services Long Term Care plan including funding for congregate housing and an increase in the personal needs allowance for Medicaid nursing home residents, a system of intermediate sanctions and incentives for long term care facilities to ensure quality of care, an expansion of Medicaid eligibility guidelines to 100% of poverty and limited dental care for adults, and the inclusion of chronic obstructive pulmonary disease in the Elderly Low Cost Drug Program.

Throughout the year, the Committee holds meetings on the third Monday of each month. Subcommittees meet more frequently, particularly the seven-member Technical Review Subcommittee, which reviews all proposals for funding elderly related programs under the Older American's Act and policies which affect older people. Additionally, the Committee has an Ombudsman Advisory Committee which participates in targeting priority issues in the long term care area. Minutes of all meetings are on file and available to the public.

The Committee also has a subcommittee on Health Care. This subcommittee is concentrating its efforts on data and is reviewing hospital data. A report from this subcommittee was recently released, entitled, *Trends in Hospital Care for Maine's Elderly Population Before and Since Medicare Prospective Payment.*

The Maine Committee on Aging also participated as a member of the Coalition on the Health Care Labor Shortage, which during the 113th Legislature's 2nd session was instrumental in the passage of legislation established by a commission charged with studying the status of nursing and health care professionals in Maine.

Health Insurance for people over 65 remains an important issue. During the past year the MCoA updated and disseminated 5000 Consumer Long Term Care Insurance Comparison Charts. The MCoA also petitioned the Bureau of Insurance to hold a public hearing on proposed Long Term Care regulations and was instrumental in the Bureau promulgating those regulations.

Affordable housing was the topic of the 1987 interim Blaine House Conference on Aging. The "conference," consisting of 6 public hearings held in Saco, Auburn, Thomaston, Dover-Foxcroft, Madawaska, and Machias, was designed to hear what factors affect older people's ability to stay in their own homes.

The MCoA also received a grant from the federal Administration on Aging which is an intergenerational project entitled "Open Water & Safe Harbors." The project, which is conducted in junior high schools across Maine is based on a curriculum designed to teach the importance of life planning skills. The program consists of a series of video presentations, supplemental discussions and group and individual activities which highlight major life choices. Trained older volunteers are used in the classroom.

LICENSES, PERMITS, ETC.:

The Committee empowers 25 citizens to enter onto the premises of Maine's nursing homes, boarding homes, and adult foster homes, to follow-up on resident complaints.

PUBLICATIONS:

Over 60: A Progress Report (on location use only)

Informational pamphlet on *Nursing and Boarding Home Ombudsman Program,* available in French and English (free)

1982 Blaine House Conference on Aging: A Report of Proceedings and Recommendations

1984 Blaine House Conference on Aging: A Report of Proceedings and Recommendations

Senior Citizen's Consumer Health Pocket Guide (free)

1986 Blaine House Conference on Aging: A Report of Conference Proceedings and Recommendations

Senior Citizen's Consumer Health Pocket Guide (free)

1987 Consumer's Guide to Long Term Care Services

Consumer Long Term Care Insurance Comparison Chart, 1988

1988 Trends in Hospital Care for Maine's Elderly Population Before and Since Medicare Prospective Payment

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMITTEE ON AGING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	127,610	127,610				
Health Benefits	7,282	7,282				
Retirement	23,353	23,353				
Other Fringe Benefits	726	726				
Computer Services—State	221	221				
Other Contractual Service	70,247	37,566			32,681	
Rents	5,807	5,807				
Commodities	1,616	1,607			9	
Equipment	857	857				
TOTAL EXPENDITURES	237,719	205,029			32,690	

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

BERNARD W. SHAW, COMMISSIONER
JOHN T. FOGLER, Deputy Commissioner

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3871
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1852 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001; *Citation:* 7 M.R.S.A., Sect. 1
Average Count—All Positions: 331 *Legislative Count:* 114.5

Organizational Units:

- Administrative Services Division
- Bureau of Agricultural Marketing
  - Division of Market Development
  - Division of Quality Assurance
  - Maine Potato Board
  - Maine Dairy and Nutrition Council
  - Maine Dairy Promotion Board
- Bureau of Agricultural Production
  - Division of Veterinary Services
  - Division of Plant Industry
    - (Office of) State Horticulturist
  - Seed Potato Board
  - Division of Production Development
- Bureau of Agricultural and Rural Resources
  - Division of Resource Development
  - Board of Pesticides Control
  - State Harness Racing Commission
  - State Soil and Water Conservation Commission
- Bureau of Public Services
  - Division of Regulation
    - (Office of) Sealer of Weights and Measures
  - Animal Welfare Board
  - Maine Milk Commission
  - Maine Agricultural Bargaining Board
  - Maine Pull Events Commission
- Commissioner's Office
  - Research Unit
  - Office of Public Information

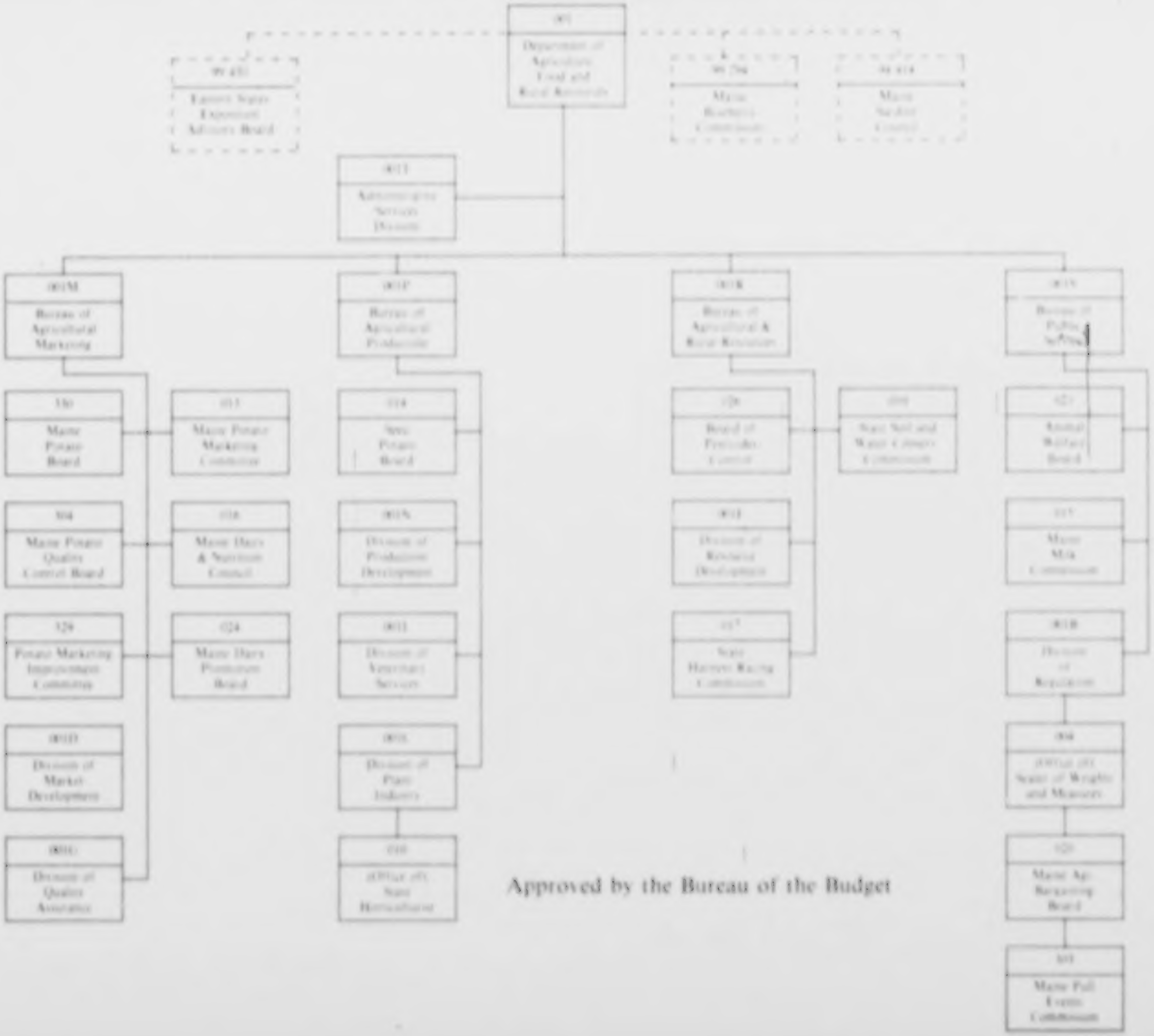
PURPOSE: The Department of Agriculture, Food and Rural Resources was established to improve Maine agriculture through: the conservation and improvement of the soil and cropland of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the consuming public against harmful and unsanitary products and practices; and the sound development of the natural resources of the State.

The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have authority to establish and promulgate grades and standards for Maine agricultural products, and promote the use of such products; to inspect agricultural products, and the premises and conveyors on which such products are stored, handled or processed, and issue certificates of inspection; to grant licenses and permits; to collect fines and legal and usual fees; to hold hearings for the purpose of obtaining essential information; to establish, promulgate and maintain a full record of necessary regulations, and provide for the enforcement of the same; to establish milk prices; to establish harness racing schedules; to register pesticides and license their use; to investigate and prosecute cases of cruelty to animals; to administer the agricultural bargaining law; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

ORGANIZATION: The State Board of Agriculture was created in 1852 and continued as a Board until 1901 when the Department of Agriculture was established and the position of Commissioner of Agriculture was created.

Concurrent with the Board was the establishment of a State Cattle Commissioner in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board (now Board of Veterinary Medicine) was created in 1905.

ORGANIZATIONAL CHART
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES
UMB 01


Department of Agriculture Food and Rural Resources
Eastern States Exposition Advisory Board
Maine Blueberry Commission
Maine Sardine Council
Administrative Services Division
01M
Bureau of Agricultural Marketing
Maine Potato Board
Maine Potato Quality Control Board
Potato Marketing Improvement Committee
Division of Market Development
Division of Quality Assurance
Maine Potato Marketing Committee
Maine Dairy & Nutrition Council
Maine Dairy Promotion Board
Bureau of Agricultural Production
Seed Potato Board
Division of Production Development
Division of Veterinary Services
Division of Plant Industry
(Office of) State Horticulturist
Bureau of Agricultural & Rural Resources
Board of Pesticides Control
State Soil and Water Conservation Commission
Division of Resource Development
State Harness Racing Commission
Bureau of Public Service
Animal Welfare Board
Maine Milk Commission
Division of Regulation
(Office of) Sealer of Weights and Measures
Maine Agricultural Bargaining Board
Maine Fair Events Commission

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,783,011	2,632,733	1,472,006		362,440	315,832
Health Benefits	306,275	162,302	93,904		26,089	23,980
Retirement	852,088	483,406	251,720		59,644	57,318
Other Fringe Benefits	31,813	18,152	9,043		2,613	2,005
Computer Services—Comm	193		193			
Computer Services—State	4,091	1,226	2,865			
Other Contractual Service	2,739,170	1,167,642	1,261,495		50,146	259,887
Rents	109,781	55,414	45,312		108	8,947
Commodities	416,715	129,885	132,694		2,461	151,675
Grants—Subsidies—Pensions	5,218,345	397,898	4,745,637		19,393	55,417
Equipment	173,149	82,466	74,284		16,399	
Interest—Debt Retirement	593	104	90			399
Transfers to Other Funds	804,923	483,448	280,310		17,731	23,434
TOTAL EXPENDITURES	15,440,147	5,614,676	8,369,553		557,024	898,894

The Agricultural Development Act of 1980, enacted by the 109th Legislature and effective July 1980, changed the department's name to the Department of Agriculture, Food and Rural Resources and authorized the reorganization of the department into four bureaus containing the existing divisions and agencies as depicted on the department's organizational chart.

PROGRAM: Specific activities of the department during FY 88 are discussed in the individual reports of the various units within the department.

LICENSES, PERMITS, ETC.:
(Listed under the appropriate program units in following reports.)

PUBLICATIONS:
Maine Agricultural Statistics (annual), single copies free
Farming in Maine, free

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Administrative Services Division.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)

RICHARD B. BURNHAM, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2001
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001T; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 10 *Legislative Count:* 20.5

PURPOSE: The Administrative Services Division provides centralized administrative support to the Department of Agriculture with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, and personnel administration. Additionally, the division assists the Commissioner, bureau and division directors by providing technical assistance in financial planning, program evaluation, and management studies.

ORGANIZATION: The Division of Administration is part of the Office of the Commissioner and consists of a Personnel Unit directed by a Personnel Officer and a Finance Unit directed by an Accountant III.

PROGRAM:

Finance. The Finance Unit assists the Commissioner's office and Bureau/Division Directors in financial planning and in the preparation and management of annual and biennial budgets and work programs. It maintains centralized accountability for all department expenditures and financial transactions in order to insure their legality and correctness. The unit maintains the accounting records for all income and expenditures, processes bills and expense accounts for payment, maintains and controls leases and contracts, prepares purchase orders, maintains vehicle records and capital equipment inventory control records.

Personnel. The Personnel Unit handles broad personnel and labor relations functions including processing all department payrolls and personnel actions, maintaining personnel records, providing technical assistance in writing job descriptions and understanding the performance appraisal system, advising staff at all levels on personnel rules and regulations, and administering worker's compensation claims.

(The Finance sections financial display includes expenditures of both the Office of the Commissioner and the Administrative Services Division.)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	454,326	447,006	7,320			
Health Benefits	24,959	24,431	528			
Retirement	86,089	84,813	1,276			
Other Fringe Benefits	2,827	2,793	34			
Computer Services—State	261	261				
Other Contractual Service	164,790	113,001	3,711			48,078
Rents	13,266	9,983	47			3,236
Commodities	22,816	22,737				79
Grants—Subsidies—Pensions	415,301	10,358	391,693			13,250
Equipment	2,628	2,628				
Interest—Debt Retirement	25	22				3
Transfers to Other Funds	172,153		170,270			1,883
TOTAL EXPENDITURES	1,359,441	718,033	574,879			66,529

MAINE AGRICULTURAL BARGAINING BOARD

JOHN R. HANSON, Chairman

Central Office: Deering Bldg., (AMHI), Augusta *Telephone:* 289-3871
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1973 *Sunset Termination Starting by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 020; *Citation:* 13 M.R.S.A., 1956

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Agricultural Marketing and Bargaining Act authorizes producers of agricultural products to form organizations for the purpose of bargaining with handlers of those products with respect to price and other terms and conditions of their sale. The Act provides for the certification of those producer organizations which meet the statutory criteria for qualification and requires qualified associations and handlers to bargain in good faith. When an association and a handler cannot reach agreement, the statute provides for non-binding final offer arbitration.

ORGANIZATION: The Agricultural Marketing and Bargaining Act was first enacted in 1973 by the 106th Legislature. The Act established the Agricultural Bargaining Board, made up of five members appointed by the Governor. One member represents the interests of producers, one member represents the interests of handlers, and three are public members.

PROGRAM: From the enactment of the statute in 1973 until 1984 only one organization was certified, representing producers of potatoes used for processing. In 1984, the Board certified an organization representing producers of poultry. The poultry handlers subsequently filed suit against the Board, alleging procedural error and the unconstitutionality of one provision of the statute. In December 1985, the Superior Court upheld the Board on the procedural allegations but found the statutory section to be unconstitutional. Also in 1985, the Board recertified the organization that had previously been certified to represent producers of processing potatoes and certified that organization to represent producers of peas for processing. The Board held a hearing on the allegation of the association of poultry growers that the handler refused to bargain and decided that the allegation was not supported by the evidence.

The Second Regular Session of the 112th Legislature amended the provisions of the Agricultural Marketing and Bargaining Act covering annual recertification and extended the arbitration provisions, previously available only to associations and handlers of potatoes, to all agricultural products. Discussions with the Legislature's Joint Standing Committee on Agriculture led to the formation of a Working Group of interested persons to discuss various concerns with the statute and to formulate ways to make it more workable and more effective.

LICENSES, PERMITS, ETC.:
Certification of qualified associations.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division.

ANIMAL WELFARE BOARD

CLYDE F. LeCLAIR, EXECUTIVE DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3846
toll-free 800-462-3202 (in-state only)
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 021; *Citation:* 7 M.R.S.A., Sect. 3903-3906
Average Count—All Positions: 24 *Legislative Count:* 4

PURPOSE: The Animal Welfare Board is authorized to enforce both criminal and civil statutes regarding the humane treatment of domesticated and wild animals, including agricultural livestock. Its staff of full and part-time humane agents investigates complaints of cruelty to animals, bringing charges and prosecuting such cases in court when necessary. The Board's agents may also seek civil seizure orders from the court, by which they are authorized to take animals into custody. **Part-time agents are appointed on a geographic basis** to supplement the activities of the full-time agents throughout the state. The 3 District Agents (full-time) cover the Southern District which includes York and Cumberland Counties, Central District including 7 counties and the Northern District which includes 7 counties. Fourteen part-time Agents are supervised by the District Agents with overall division supervision/administration coordinated through the Executive Director.

The Board is responsible for the state's dog licensing program, which is operated jointly with the municipalities, and for the inspection and approval of local shelters for stray and abandoned dogs. The Board's humane agents inspect pet shops and boarding kennels, which are licensed by the Board.

The Board is authorized to adopt rules relevant to the discharge of its duties.

ORGANIZATION: The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the State's "Cruelty to Animals" laws. Persons desiring to be Agents, upon approval, were licensed for four years by the Governor and Council. In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State.

The Legislature further provided for four full-time positions: Division Director, two District Agents to serve the field, and an office secretary. Only the secretarial position was filled during FY 74. The complete staff was brought up to strength in FY 75.

In line with the additional responsibilities assigned to the Division by the Agricultural Development Act of 1980, the staff was authorized an increase of two positions, one (1) secretarial and one (1) district humane agent position.

With the advent of the Animal Welfare Board, the Division of Animal Welfare was repealed (together with the Animal Welfare Advisory Board). The Division's full-time staff became staff to the Board, with the Division Director becoming the Board's Executive Director. All part-time agents serving at the time became appointees of the Board.

Legislation creating the Animal Welfare Board (P.L. 1983, c. 308) became effective on March 1, 1984. The Board exercises the enforcement authority formerly held by the Division of Animal Welfare. The Department of Agriculture, Food and Rural Resources, within which the Board is located, is authorized to carry out the related administrative responsibilities and functions. By statute, the Board's membership is comprised of four representatives of agricultural organizations, four representatives of humane societies, a veterinarian and the Commissioner of Agriculture, Food and Rural Resources or his designee.

THE ANIMAL WELFARE BOARD MEETS THE 2ND TUESDAY OF EACH MONTH. (MEETING PLACE DESIGNATED IN PUBLIC ADVERTISEMENT).

PROGRAM: During FY 88, the Animal Welfare Board set up programs and sessions to familiarize humane agents and municipal officials with the newly established (recodified and reformed) Animal Welfare Laws. The new laws went into effect on September 29, 1988, and copies of the new initiatives were forwarded in booklet form to towns, cities, Animal Control Officers, law enforcement agencies, and to prosecutors in the eight (8) prosecutional districts.

Rulemaking in several statutory areas was initiated with effective dates of implementation directed toward FY 89. Further rules are to be proposed to accommodate clarification and requirement under the general statutes.

Distribution of drugs required for euthanasia at the shelter level was impeded through U.S. Food and Drug Administrative Guidelines which prohibit the sale/distribution of those materials to certified shelters. This fact has created a situation where imposition of the required use of Sodium Pentobarbital had to be deferred pending resolution of this issue.

Enactment of laws regulating draft horse, oxen and pony pulling events, both private and at agricultural fairs, required the addition of part-time humane agents to cover these events as consistently as possible.

The board inspected and certified 130 Boarding Kennels, 60 Pet Shops, and 60 Animal Shelters around the State during FY 88.

Humane Agents dealt with over 1,600 reported cases involving suspected animal abuse during the reporting period. During the same period, over 50 cases were referred for review by prosecutors at the State Attorney General's Office or at the District Attorney's Offices throughout the State.

Dog Licensing Administration continues to be a responsibility of the Animal Welfare Board staff. In this regard, all license tags (regular and kennel tags), paper license forms and other licensing materials are provided in yearly mailings (and on an as needed basis).

New Initiatives During FY 1988

Public Education:	Staff will be striving to accelerate a public education program to provide information on the mission, activities, and range of services provided by the Board to our citizens relating to animal welfare matters.
Training:	A system will be developed statewide to train Animal Control Officers at the local level. Preliminary planning is focused on achieving this in eight areas of the State based on the geographical prosecutorial districts.

Rule Implementation:	Newly adopted rules relating to Minimum Standards for Shelters, Municipal Kennels, Boarding Kennels, and Pet Shops will provide direction and guidance to owners, operators, and others to meet compliance. Staff resources will be provided to the extent possible to assist in this process.

LICENSES, PERMITS, ETC.:

Certificate of Approval (drug administration)
Animal Pulling Contest Permit
State Approved Certificate issued to Animal Shelters
Licenses issued to pet shops and boarding kennels
Dog license (tags and forms supplied to municipalities)
Kennel Tags
Spay-Neuter Certificates
Rabies Certificates
Pig Scrambles
Calf Scramples
Research Laboratories

PUBLICATIONS:

State of Maine—Animal Welfare Laws/Regulations (free)
Animal Welfare Newsletter (published 3 times a year—free)
Standards for Treatment of Animals in Schools (contained in laws relating to Animal Welfare)
Brochures relating to Animal Care (free)
Cards/Posters re leaving animals in closed vehicles during warm weather (free)
Posters identifying procedure for reporting abuse/neglect of animals (free)
Animal Control Officer's Manual (free)
Town/City Clerk's Manual (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ANIMAL WELFARE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	147,930	100,329	47,601			
Health Benefits	8,231	4,963	3,268			
Retirement	22,917	14,880	8,037			
Other Fringe Benefits	2,187	1,640	547			
Computer Services—State	172		172			
Other Contractual Service	196,292	30,751	165,541			
Rents	3,759	226	3,533			
Commodities	5,436	617	4,819			
Equipment	4,538		4,538			
Transfers to Other Funds	2,285		2,285			
TOTAL EXPENDITURES	393,747	153,406	240,341			

AROOSTOOK WATER AND SOIL MANAGEMENT BOARD

DIRECTOR (Not Established to Date)

Central Office: Not Established to Date *Telephone:*
Mail Address:

Established: September 29, 1987 *Sunset Review Required by:*

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 328; *Citation:* 7 M.R.S.A., Sect. 332

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To provide coordination with the Army Corps of Engineers to implement the Research and Demonstration Program for Irrigation and Conservation in Aroostook County. The Board will function in the areas of coordination, planning, contracting, and information dissemination for the program.

ORGANIZATION: The Commission is comprised of the following members: Chairman of the Maine Potato Board; one person designated by the Maine Potato Board who is a farmer with irrigation experience; one farmer from each of the three Aroostook County Soil and Water Conservation Districts, selected by the boards of supervisors of the three districts; Director of the Maine Agricultural Experiment Station; Director of the University of Maine Cooperative Extension Service; State Conservationist of the U.S. Department of Agriculture Soil Conservation Service; Director of the Maine Geological Survey; Director of the Northern Maine Regional Planning Commission; and the Maine Commissioner of Agriculture.

PROGRAM: The Board was to be established when the federal monies were appropriated to the Army Corps of Engineers. The Division of Production Development and the Bureau of Production have been working with the Congressional Delegation to get that appropriation.

The Board has not been put into place at this time because no federal funds have been appropriated in 1987.

However, the Department of Agriculture is planning to implement the program and establish the Board in 1988 to provide state action on the program.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

MAINE DAIRY AND NUTRITION COUNCIL

THOMAS HILTON, CHAIRMAN
DIRECTOR (Position Vacant)

Central Office: Cony Rd. (Shop), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333

Established: January 1, 1975 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 016; *Citation:* 36 M.R.S.A., Sect. 4523

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Dairy and Nutrition Council was established to develop a statewide program of nutritional education in food selection and use, to teach consumers what to eat and why, and to aid in the training of professionals in the science of nutrition. The Council's primary responsibility is to evaluate, recommend and supervise a course of action that will promote the welfare of the Maine dairy industry, particularly that segment of the industry doing business primarily within the State. The Legislature finds that the optimal health of the citizens of the State of Maine may be more fully achieved by providing guidance in nutrition and nutrition education based on the concept of a balanced diet, including milk and its products in accordance with scientific recommendations, and that the interests of all the people of Maine will be protected by strengthening and preserving the dairy industry of this State.

ORGANIZATION: The Maine Dairy and Nutrition Council was originally established in 1949 under the name of Maine Milk Advisory Committee, and funded at the rate of 1 cent per cwt, shared by Maine milk dealers and producers shipping on the Maine market. Promotion functions were then under supervision of the Maine Development Commission. In 1951, the Advisory Committee was renamed the Maine Dairy Council Committee, its cwt fees for nutritional education activities were increased to 2 cents in 1953; Maine Development supervision of promotion activities was repealed in 1955, and in 1969 cwt fees for promotion were increased to 3 cents. The Committee was incorporated within the Department of Agriculture in 1969, with the Commissioner of Agriculture being delegated responsibility for employing Committee personnel and prescribing their duties. In 1975 the Maine Dairy Council was renamed the Maine Dairy and Nutrition Council.

The 111th Legislature enacted a law that leaves dealer contributions unchanged, but adds assessments from the milk shipped to Boston to the revenues starting on 1 June 84. On 1 June 85, the assessment became 2 cents per hundredweight of milk, regardless of market. The dairymen have a single assessment for Dairy Promotion paid from the Milk Pool, and the Maine Dairy and Nutrition Council is funded from that same assessment.

The law provides for Council appointments along marketing lines and limits the length of service of dairymen appointed.

Professional staff for the Council is comprised of two nutritionists supervised by the Director. Overall supervision is provided by the Director of the Bureau of Agricultural Marketing.

PROGRAM: The Maine Dairy and Nutrition Council is concerned with state-wide nutrition education in food selection and use. A program for training teachers through a series of workshops is highly effective and has been continually expanded to include various other segments of the society such as Extension Aides, Head Start Cooks and staff, Practical Nurses, health department personnel, and community leaders. These leaders can then go back to their community and teach civic groups. The minimum amount of teacher training is set at four hours with a limit of 20 participants per staff nutritionist.

During the sessions the Dairy and Nutrition Council nutritionists build a background in nutrition for the teacher and an understanding of the behavioral approach to education. These two subjects are then correlated along with Dairy Council teaching tools into learning experiences. Teachers are then able to incorporate nutrition into lessons such as science or social studies. Through these creative classroom activities the students learn how to choose and eat balanced meals each day.

In addition to various workshops, the Dairy and Nutrition Council provides nutritional and educational materials to doctors, dentists, dietitians, home economists, nutritionists, nurses, health educators and others in the State interested in nutrition and nutrition education. It also provides a free film library service. The Dairy and Nutrition Council exhibits at several state functions such as conventions of the Maine Medical Association, Maine Home Economists, Maine Nurses, and the Maine Teachers Association as well as Farm Days, Maine Agriculture Trades Show and several smaller community functions. Materials and programs used by the Maine Dairy and Nutrition Council have been developed by the National Dairy Council in Chicago, Ill., and have been reviewed and/or approved by such organizations as the American Dental Association, American Medical Association and American Dietetic Association.

As a unit affiliated with the National Dairy Council, the Maine Dairy and Nutrition Council has at its disposal a resource in the nutrition needs of men, women and children. It uses this information to contribute to the optimal health and well-being of citizens of Maine.

In 1978 a new Nutrition Program called *Food: Your Choice* was introduced to the teachers in Maine elementary schools. This is a complete curriculum developed by National Dairy Council for teaching basic nutrition to elementary students in grades Kindergarten through 6. Response to this program has been excellent not only in Maine, but across the country. Encouraged by the success of this elementary program, a program has now been further developed and extended to include grades 7 thru 12.

In January, 1980, a new curriculum entitled, FOOD: EARLY CHOICES was developed for preschool age children and is already being used extensively by Headstart and Day Care Centers here in Maine.

In 1981 another new curriculum entitled TASTE...YOUR CHOICE was developed for school food service managers. It is designed to support and enhance the school's nutrition education efforts.

PUBLICATIONS: Catalog and Order blank listing all available materials with a brief description of each. (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY AND NUTRITION COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	85,980		85,980			
Health Benefits	4,431		4,431			
Retirement	15,078		15,078			
Other Fringe Benefits	288		288			
Other Contractual Service	15,771		15,771			
Rents	1,500		1,500			
Commodities	42,740		42,740			
Grants—Subsidies—Pensions	13,574		13,574			
Transfers to Other Funds	870		870			
TOTAL EXPENDITURES	180,232		180,232			

MAINE DAIRY PROMOTION BOARD

TIMOTHY CARTER, CHAIR
DIRECTOR (Position Vacant)

Central Office: Cony Rd. (Shop), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333
Established: 1953 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 024; *Citation:* 36 M.R.S.A., Sect. 4503
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Dairy Promotion Board was established to promote the prosperity and welfare of the dairy industry of the State of Maine by fostering promotional, educational, advertising and research programs. The Board is charged with the responsibility of a promotional and advertising campaign designed to increase the consumption of Maine fluid milk, thereby improving the ratio of Class I to Class II milk marketed by the Maine dairy farmer. This, in effect, increases the blend price actually received by the dairyman without increasing the price of milk to the consumer. Further, the Board may take whatever action it deems appropriate to promote the dairy industry of the State of Maine.

ORGANIZATION: Established in 1953, the Maine Milk Tax Committee statutes have been amended from time to time to increase the fees paid by dairy farmers in order to more adequately finance a strong promotional program for Maine-produced milk. As a result of a reorganization act passed by the 105th Legislature, the Committee was incorporated within the

Department of Agriculture, with the Commissioner of Agriculture being delegated the responsibility for developing operating budgets and of hiring necessary personnel to administer the program.

Dairy farmer assessment for promotion is established at $.10/cwt., of which $.02/cwt. is turned over to the Maine Dairy and Nutrition Council. This amount comes out of the $.15/cwt. assessment established by Federal law.

PROGRAM: The Maine Dairy Promotion Board, in conjunction with ADA, of which it is an affiliated member, implemented a promotion and advertising program on behalf of the dairy farmers of Maine.

Television was considered the most cost effective media for promoting the use of milk by consumers. Therefore, the major part of its advertising budget was devoted to this media supplemented by radio and print.

The Advertising program was supplemented by several special promotions designed to call attention to the dairy industry and to encourage the consumption of milk and dairy products.

In-Store Merchandising. In addition, for the benefit of those Maine producers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board contracts with the Milk Promotion Services, Inc., located in Montpelier, Vermont, to carry out a similar promotional program in that marketing area.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY PROMOTION BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	38,462		38,462			
Health Benefits	1,777		1,777			
Retirement	5,324		5,324			
Other Fringe Benefits	243		243			
Other Contractual Service	138,563		138,563			
Rents	750		750			
Commodities	13,980		13,980			
Grants—Subsidies—Pensions	314,822		314,822			
Equipment	1,158		1,158			
TOTAL EXPENDITURES	515,079		515,079			

STATE HARNESS RACING COMMISSION

GEORGE McHALE, CHAIRMAN
THOMAS WEBSTER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3221
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: April 4, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 017; *Citation:* 8 M.R.S.A., Sect. 261

Average Count—All Positions: 5 *Legislative Count:* 6

PURPOSE: The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for holding, conducting and operating all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to grant tracks a license to operate day or night harness racing; to license or register participants in harness horse racing pari-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed $10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed $100 or suspension not to exceed 20 days for minor violations of the Rules of Racing as adopted by the Commission; and to encourage and promote the breeding of a strain of Maine standard bred horse.

ORGANIZATION: The State Harness Racing Commission was established in 1935 as the State Racing Commission. It received its present name in 1951, and in 1973 was placed within the Department of Agriculture. The Commission consists of five members appointed by the Governor, for terms of three years. No more than three members may be of the same political party but both major political parties shall be represented on the Commission. One member must, in some capacity, be connected with agricultural societies which operate pari-mutuel racing. So far as practicable, all members must be interested in the establishment and development of a Maine breed of standard bred horses. The Commission elects a chairman from its membership. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

PROGRAM: Major emphasis has been directed toward overall improvement of the sport and promotion of a breed of Maine Standard Bred horses. The Commission feels improvement of the breed, and a desire of persons in other areas to breed to Maine studs will guarantee future State incomes from this source and a healthy expanding industry, and will encourage involvement of youth in horse ownership, breeding and care.

Drug control programs are a continuing effort to eliminate as nearly as possible drug use on race horses within the State.

The colt program received its original funding by the 108th Legislature. It was increased by the 113th Legislature, allowing the Commission to pay amounts equal to 1.566% of the exotic wager and .073% of the straight wager into a fund to supplement purses for two and three year old eligible colts. Together with nomination, sustaining, starting and other various fees, purses for the Colt races exceed $300,000 annually.

LICENSES, PERMITS, ETC.:

License:

- Standard Bred Horse Owners
- Drivers/Trainers Standard Bred Horses
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association—
  Fairs or Extended Meets
- Grooms of Standard Breed Horses

PUBLICATIONS: Rules and Regulations of the Maine State Harness Racing Commission, Free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	195,102	195,102				
Health Benefits	9,546	9,546				
Retirement	35,844	35,844				
Other Fringe Benefits	578	578				
Computer Services—State	266	266				
Other Contractual Service	144,433	137,543	6,890			
Rents	3,497	3,497				
Commodities	6,326	5,959	367			
Grants—Subsidies—Pensions	1,066,997		1,066,997			
Equipment	378		378			
Transfers to Other Funds	30		30			
TOTAL EXPENDITURES	1,462,997	388,335	1,074,662			

(OFFICE OF) STATE HORTICULTURIST

JOSEPH V. SCOTT, STATE HORTICULTURIST

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1907 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 010; *Citation:* 7 M.R.S.A., Sect. 2201
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The State Horticulturist has responsibility for implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement.

ORGANIZATION: A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the Office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry and is responsible to the Director of that Division. The Bureau of Horticulture as an organizational unit was abolished in 1972.

Professional staff in this office includes the State Horticulturist and two Assistant Horticulturists under the direct supervision of the Director of the Division of Plant Industry. Overall supervision is provided by the Director of the Bureau of Agricultural Production.

PROGRAM: Nursery and greenhouse inspections, and periodical inspection and licensing of all plant sales outlets are major responsibilities of this office. Under the 1980 reorganization of the Department the horticulture staff was authorized to carry out developmental and extension activities.

Furthermore, Division personnel are often called upon to work with plant and garden societies, judge at fairs, attend executive meetings of commodity associations and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as Maine's representative to the Eastern Plant Board.

The Honeybee Inspection Program was transferred to the direct supervision of the Director of the Division of Plant Industry in 1988.

LICENSES, PERMITS, ETC.:

License:
- Nurseryman

Certificate:
- Phytosanitary

Permit:
- Maine (intra- and interstate) Plants

PUBLICATIONS:

List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
The Maine Leaf—six copies per year (free)
Floral Emblem of Maine (free)
The Plant Kingdom (free)
Plant Conservation List for the State of Maine (free)
Nature of Weeds (free)
Survey of Ornamental Horticulture in Maine (free)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Agricultural Production.

MAINE POTATO BOARD

WILLIAM FUNKE, PRESIDENT
ELLIOTT WIMBERLY, Executive Director

Central Office: 744 Main St., Presque Isle *Telephone:* 769-5061
Mail Address: 744 Main St., Room 9, Presque Isle, Maine 04769
Established: August 1, 1986 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 330; *Citation:* 36 M.R.S.A., Sect. 4603
Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The Maine Potato Board was established to provide for the advancement of the Maine potato industry in the public interest and for the public good, under the auspices of a state agency. Under the Board, all elements of the Maine potato industry are represented and work together under the leadership of a unified, public board to solve the problems facing the industry.

ORGANIZATION: The Board is an eleven-member group, serving two-year terms, representing grower, processor and shipper elements of the industry. The Board selects a president and vice-president from its members, and appoints an Executive Director to administer programs and policies established by the Board.

PROGRAM: Potato tax revenue for the 12-month period ending June 30, 1987 was $840,578.38. Maine growers harvested 84,000 acres, producing 21,000,000 hundredweight of potatoes, the lowest production in many years. The planted acreage was composed of 68% round whites and 32% Russet-type potatoes. Approximately 27,000 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 1986-87 were used as follows:

Administration (Board)	16%
Advertising/Marketing	43%
Research	23%
Other Grants	6%
Other	12%

Promotional Events: The Board was represented with an exhibit at trade shows in San Antonio, Texas (Produce Marketing Association); Orlando, Florida (the United Fresh Fruit & Vegetable Assn.); Boston, Mass. (Northeast Food Service Show); and several other major shows closer to home.

Research Programs: The Maine Potato Board financed research through the Maine Agricultural Experiment Station, the Cooperative Extension Service, and the Maine Seed Potato Board. Again this year the greatest amount of research money was directed toward a Maine potato variety breeding program. Irrigation is of continued interest and is an on-going research item. Several smaller items also benefit from Maine Potato Board research grants.

PUBLICATIONS:

Maine Potato Recipe booklets (printed—free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	164,988		164,988			
Health Benefits	7,956		7,956			
Retirement	20,971		20,971			
Other Fringe Benefits	1,941		1,941			
Computer Services—Comm	193		193			
Other Contractual Service	514,262		514,262			
Rents	13,308		13,308			
Commodities	3,370		3,370			
Grants—Subsidies—Pensions	160,696		160,696			
Equipment	1,152		1,152			
Interest—Debt Retirement	44		44			
Transfers to Other Funds	43,824		43,824			
TOTAL EXPENDITURES	932,705		932,705			

DIVISION OF MARKET DEVELOPMENT

JOHN K. JONES, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001D; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 10 *Legislative Count:* 0

PURPOSE: The purpose of the Division of Market Development is to develop new and expanded markets for Maine agricultural products and resources. This division is responsible for implementing those policies of the Bureau of Agricultural Marketing which concern market development; collecting and disseminating market information in order to find optimal market structures and to enhance the competitive position of Maine growers. Promotional activities to further Maine agricultural interests statewide, regionally, nationally, and internationally are also the responsibilities of the division.

ORGANIZATION: The Division Director supervises professional staff comprised of three Marketing Specialists.

PROGRAM:

Direct Marketing involves the sale of agricultural products through a direct transaction between producers or producer cooperatives, and consumers. It offers the potential for supplying fresh and reasonably priced quality food to consumers while providing more profitable returns to farmers, and encouraging local production. The division facilitates direct marketing by assisting farmers in the formation and operation of farmers' markets and marketing cooperatives, and by printing and distributing the "Farmer to Consumer" directory, a means of bringing farmers and food buyers together. The division also offers technical assistance to producers interested in direct marketing.

The **Market Service** program provides farmers, governmental agencies, businesses and consumers with information related to agricultural production and marketing in Maine and, to a more limited extent, New England, the United States and foreign market areas. The division gathers and disseminates state-wide commodity information reports on crop conditions and progress during the summer growing months, and publishes annual productions data. Weekly commodity price information is reported to the news media. The Division and the USDA cooperatively fund a Market News Office in Presque Isle which issues a daily potato bulletin during the potato shipping season.

A number of activities are directed at the **Promotion** of Maine agricultural interests. The "Maine Produces" campaign is intended to promote the support of Maine agriculture, give new visibility to Maine's agricultural industries, and create increased demand for Maine-grown products. The Division also makes use of special events to increase public awareness of Maine products. Promotion of Maine agriculture through participation in trade shows and expositions has become a long standing function of the Division. The Division of Market Development manages the Maine Agricultural Trades Show and displays Maine agricultural products at the Eastern States Exposition held annually in West Springfield, Massachusetts. Promotional assistance is also available to commodity production organizations for such events as the Maine Broiler Festival, Central Maine Egg Festival, Farm Days, Dairy Show, Blueberry Festival, National Apple Week, etc.

LICENSES, PERMITS, ETC.:

The Division of Market Development licenses use of the copyrighted "Maine Produces" symbol to identify fresh or processed agricultural products of the State of Maine.

PUBLICATIONS:

Producer to Consumer Directory, a guide to Direct Sources of Maine agricultural products.
Maine Agricultural Products Buyers Guide
Maine Specialty Food Products
Maine Agricultural Fairs

The Division also publishes promotional and informational fliers on maple syrup, blueberries, apples, beans, berries, rabbit, honey, Christmas trees, wool, wreaths and other Maine agricultural products.

All publications are distributed free of charge.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Marketing.

BUREAU OF AGRICULTURAL MARKETING

BERNARD J. ROGAN, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2167
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001M; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 2 *Legislative Count:* 20.5

PURPOSE: The Bureau of Agricultural Marketing was created to coordinate, expand and improve the domestic and foreign marketing of Maine agricultural products. The Bureau reestablishes the department's capability for creative market development.

ORGANIZATION: The Bureau has two operating divisions and four marketing agencies reporting to it. These are the Division of Market Development, Division of Quality Assurance, Potato Marketing Committee, Potato Marketing Improvement Committee, Agricultural Bargaining Board, Dairy and Nutrition Council and Dairy Promotion Board.

PROGRAM: The following programs are the specific responsibility of the Director:

Export Promotion: The Bureau aids potential exporters of agricultural and agriculturally related products to find and utilize international markets. For maximum effect it joins other Northeastern states in a regional approach through membership in Eastern United States Agricultural and Food Export Council, Inc. (EUSAFEC).

The Bureau, in cooperation with the USDA Foreign Agricultural Service and EUSAFEC, offers support for international trade shows, provides technical assistance to businesses interested in expanding to foreign markets, and is capable of offering Trade Export Assistance (TEA) and Value-Added Promotion Program (VAPP) grants to Maine agricultural and sea product producers, processors and their representatives.

Marketing Orders: Marketing Orders and Agreements are designed to improve returns to growers through orderly marketing. They are programs through which producers of agricultural products can work together to solve marketing problems that they cannot solve individually. The Bureau holds hearings and referendums on behalf of, and at the request of, producers, producer groups, and processors to determine if specific orders shall become law. Currently, marketing orders exist for fresh wild blueberries, Russet potatoes, apples, and broccoli.

Quality Trademark Program: The new Maine Quality Trademark Program was created during the second session of the 113th Legislature. The program is designed to assist Maine agricultural producers and processors in positioning their products as quality assured products from Maine. The purpose is to improve the value of the product and therefore the profitability to the Maine producer and processor.

The Maine Quality Program is administered by the Bureau Director and is a cooperative effort between the Division of Quality Assurance and the Division of Market Development. In addition, representatives of wholesale and retail food distribution organizations and producers and processors serve on two separate advisory boards. The Bureau Director is a member of each of these advisory boards.

Other activities are included separately in the reports of the Bureau's sub-units.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL MARKETING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,246,553	514,040	463,905		268,608	
Health Benefits	84,063	35,495	29,641		18,927	
Retirement	221,414	94,130	83,799		43,485	
Other Fringe Benefits	7,206	2,732	2,660		1,814	
Computer Services—State	273	273				
Other Contractual Service	576,466	401,751	150,088		24,627	
Rents	15,882	7,833	8,049			
Commodities	80,711	52,797	26,775		1,139	
Grants—Subsidies—Pensions	97,785	15,415	62,977		19,393	
Equipment	34,698	26,695	8,003			
Interest—Debt Retirement	18	15	3			
Transfers to Other Funds	151,632	114,448	23,537		13,647	
TOTAL EXPENDITURES	2,516,701	1,265,624	859,437		391,640	

MAINE MILK COMMISSION

ARTHUR ADELBERG, CHAIR
ROBERT K. PLUMMER, Executive Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3741
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: February 27, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 015; *Citation:* 7 M.R.S.A., Sect. 2952

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State while taking into due consideration the public health and welfare and insuring an adequate supply of pure and wholesome milk. The Commission has the power to supervise, regulate and otherwise control the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION: The Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

Effective October 2, 1975, the law was completely amended requiring the Commission to be comprised of 4 consumer members and the Commissioner of Agriculture, ex officio. None of the remaining 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

The Commission holds regular meetings on the third Thursday of each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a hundredweight fee assessment on industry members and receives no State tax monies. It was incorporated into the Department of Agriculture as an agency in the State Government reorganization legislation of 1973.

PROGRAM: In accordance with its statute, as interpreted by the State Supreme Court in two decisions, the Commission established and has in place an ongoing uniform system of accounts for reporting and allocating costs of processing, packaging and distributing milk within the State of Maine. Recent studies have been conducted to determine the cost of handling milk in retail food stores, cost of the most efficient delivery of packaged product and cost of operating the most efficient processing plant. New studies are being conducted to determine cost of raw milk production and milk balancing costs.

The Commission does not set fixed prices but merely establishes minimum prices based on the lowest achievable cost at which milk purchased from Maine producers can be received, processed, packaged and distributed within the State at a just and reasonable return, while insuring an adequate supply of pure and wholesome milk to Maine consumers.

The Commission's price order, Order #85-2 which became effective January, 1985 and was subsequently adjusted to reflect the results of the Superior Court decisions of February 4, 7 and 15, 1985 invalidated the volume delivery pricing schedule adopted by the Commission. The Commission's most recent price order, Order #87-2 became effective January 11, 1987. This order establishes dealer margins and sets minimum wholesale and retail prices based on the lowest achievable costs. Also new to this order was the establishment of butterfat differentials at 2%, 1½%, 1% and skim. The minimum wholesale and retail prices are adjusted monthly based on the latest Class I price as announced by the Market Administrator in Federal Order one. Since Sept. 1988, the minimums have also reflected a premium as a result of the Regional Cooperation Marketing Program (RCMP) from $.48/cwt. to $1.11/cwt., which as been added to producers milk checks. Order #87-2 resulted from Commission studies, collection of data and scheduling of extensive rule making hearings in 1986. Order #87-2 is a continuation of the advancement and refinement of the procedure and analysis that went into the two previous pricing orders.

On June 18, 1987, the Commission adopted Order #87-9 which sets new retail margins. This order followed the same thorough procedures of study investigation and hearing that preceded Order #87-2.

By the enactment of P.L. 1983, c. 573, the Maine Legislature created the Maine Milk Pool, intended to "smooth out differences in milk prices" (7 M.R.S.A. Section 3151) paid to milk producers on the Maine and Boston markets. By agreement with the Commissioner of the Department of Agriculture, Food and Rural Resources, the Milk Commission serves as Pool Administrator. Rules governing the Pool's operation and administrative costs were adopted. Just prior to implementation of the Pool Program, its constitutionality was challenged and an injunction against its operation was issued by the Superior Court. The State and supporting intervenors appealed the Superior Court's decision to the Maine Supreme Court which overruled the lower court decision in December, 1984. A subsequent challenge in federal court was also unsuccessful. The Pool became operational in January, 1985 and during the first year of operation had accounted for 650 million lbs. of milk and redistributed 1.2 million dollars to Maine producers at a cost of 37 thousand dollars.

By the enactment of P.L. 1983, c. 484 the Maine Legislature enacted an emergency Destructive Competition Law which becomes effective in the event minimum wholesale or retail prices are not in effect. The Commission has adopted rules to govern the operation of the below cost law.

LICENSES, PERMITS, ETC.:

License:

Maine Milk Dealers and Subdealers

PUBLICATIONS:

Laws Relating to the Maine Milk Commission (free)

Rules and Orders to Effectuate Maine Milk Commission Law (Mimeographed—free)

Hearing Procedures for Maine Milk Commission (Mimeographed—free)

State of Maine Milk Commission Order #87-2. Effective January 11, 1987 (available in Maine Milk Commission Office)

Rules governing operation and administrative costs of the Maine Milk Pool (Mimeographed—free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE MILK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	115,116		115,116			
Health Benefits	7,020		7,020			
Retirement	21,146		21,146			
Other Fringe Benefits	466		466			
Other Contractual Service	72,541		72,541			
Rents	7,223		7,223			
Commodities	2,997		2,997			
Grants—Subsidies—Pensions	2,673,074		2,673,074			
Equipment	1,325		1,325			
Transfers to Other Funds	8,146		8,146			
TOTAL EXPENDITURES	2,909,054		2,909,054			

BOARD OF PESTICIDES CONTROL

VAUGHN HOLYOKE, Ph.D., CHAIRMAN
ROBERT I. BATTEESE, JR., DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2731
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1965 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 026; *Citation:* 7 M.R.S.A., Sect. 601 et seq. and 22 M.R.S.A. Chapter 258-A, Sect. 1471 A-T

Average Count—All Positions: 10 *Legislative Count:* 1.0

PURPOSE: The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to register all pesticide products to be sold and used in Maine; to examine and license all persons involved in commercial application of pesticides and all dealers and private growers involved in the sale or application of restricted use pesticides; to promulgate regulations regarding pesticide use; to issue permits for limited-use pesticides; investigate use of pest control chemicals; to prosecute violations or initiate license-suspension actions; and to cooperate with other agencies in environmental monitoring and protection.

ORGANIZATION: The Board of Pesticides Control was established in 1965, funded in 1969, staffed with a supervisor and secretary in 1970, and in 1973 placed within the Department of Agriculture. In 1981 the Legislature transferred to the Board all the authority of the Commissioner of Agriculture to register pesticides. The original Board was composed of the Commissioners of eight State agencies, but in 1980 the Legislature reconstituted the Board to comprise seven public members appointed by the Governor for a four-year term. Qualifications for three of the members are prescribed by statute to include persons knowledgeable about pesticide use in agriculture, forestry and commercial application, while one person must have a medical background and another be either an agronomist or entomologist at the University of Maine. The remaining two public members are selected to represent different economic or geographic areas of the State. The Board annually elects a chairman from its membership and employs personnel as necessary.

The Board's professional staff is comprised of a Director, Chief of Certification and Enforcement, Pesticides Registrar, Certification and Licensing Specialist, two full-time and three seasonal Pesticides Inspectors. Overall supervision is provided by the Director.

PROGRAM:

Registration. In 1987 the Board registered 4,712 products which represented a 5.6% increase over 1986. The accompanying fees were deposited in the Pesticide Control Fund to cover normal operating costs of the Board and the Department's Integrated Pest Management Program. In addition, these funds were used to continue having hazard assessments conducted on selected pesticides, so that the Board could determine if their registration status needed to be reviewed.

Licensing. The Board certifies and licenses private and commercial pesticide applicators and all dealers selling restricted use pesticides to assure that pesticides used in the state will be handled properly to prevent human or environmental harm. In 1987 there were 1,712 private applicators licensed for a three year period, and 941 commercial applicators and 87 pesticide dealers licensed on an annual basis.

Two legislative amendments to the Board's statutes required commercial licenses of persons making applications in places open to the public and mandated that a licensed person be on-site whenever a commercial application is performed. As a result of these and previous legislative actions, the Board reorganized and updated its commercial licensing regulations. During this process, the Board further defined "places open to the public" and provided a waiver of the experience prerequisites for master licensing for a two-year period for those persons who were suddenly required to be licensed for the first time.

Monitoring and Enforcement. The Board monitors the sale and applications of pesticides and investigates complaints of misuse. This includes inspection of application equipment, storage and disposal areas; observation of applications; sampling pesticides in use or storage; and sampling pesticide residues on crops, foliage, soil, water or elsewhere in the environment. Violations of the Board's rules are subject to enforcement action, which could include suspension or revocation of applicator or dealer license, and imposition of fines.

Drift Management. After more than three years of developmental effort, the Board adopted new regulations setting operational standards for persons making outdoor applications of pesticides with powered equipment. These regulations became effective January 1, 1988, and the Board provided a $14,000 grant to the Cooperative Extension Service to develop a drift management guide and training programs so that applicators could become fully aware of these new requirements.

Returnable Pesticide Containers. 1987 marked the third year of implementation of this unique and very successful program. Dealers and applicators have come to recognize that it solves a major disposal problem, and compliance improved to the point where only 1% of the containers checked had not been properly triple rinsed.

Obsolete Pesticide Pickup. On three previous occasions the Board has conducted a collection program to remove and dispose of cancelled or otherwise unuseable pesticides held by homeowners and applicators. Although it currently has a list of persons holding in excess of eight tons of material, the Board was unable to continue the program in 1987 due to lack of funds for this activity.

LICENSES, PERMITS, ETC.:

License:
- Commercial Pesticide Applicators
- Pesticide Dealers
- Private Pesticide Applicators
- Government Pesticide Supervisors
- Monitors/Spotters
- Spray Contracting Firms

Permit:
- Limited-Use Pesticide
- Variance from Drift Standards

PUBLICATIONS:

- Board of Pesticides Control Statutes, Free
- Board of Pesticides Control Regulations, Free
- Maine Pesticide Control Act of 1975, Free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	225,088	37,385	134,136		53,567	
Health Benefits	13,026	1,991	7,709		3,326	
Retirement	38,377	6,936	22,485		8,956	
Other Fringe Benefits	1,178	181	563		434	
Computer Services--State	2,693		2,693			
Other Contractual Service	134,953	42,817	67,057		25,079	
Rents	5,972	5,272	592		108	
Commodities	12,661	8,424	2,915		1,322	
Grants—Subsidies—Pensions	33,000		33,000			
Equipment	40,835		24,436		16,399	
Interest—Debt Retirement	3	3				
Transfers to Other Funds	8,845		6,571		2,274	
TOTAL EXPENDITURES	516,631	103,009	302,157		111,465	

DIVISION OF PLANT INDUSTRY

TERRY L. BOURGOIN, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001C; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 37.5 *Legislative Count:* 0
Organizational Units:
(Office of) State Horticulturist

PURPOSE: The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and to encourage the keeping of bees. Its primary responsibilities are to enforce the statutes relating to the certification of seed potatoes; to ensure an adequate supply of foundation seed potatoes to the state's commercial seed potato producers; to inspect nurseries, orchards, fields and gardens; and to license beekeepers and inspect their hives. The Division enforces regulations dealing with quarantine procedures, seizure, disinfection, destruction or other disposition of any plant material or bees carrying disease or insect infestation. A professional ruging service was transferred from the Maine Seed Potato Board to the Division in 1988. This service assists seed potato producers to improve the quality of Maine Seed Potatoes.

ORGANIZATION: The Division of Plant Industry was established in 1919. In the early years, the Division was greatly involved in insect control having to do with the corn borer, gypsy moth, browntail moth, Japanese beetle, and greenhead fly. As these functions were assumed by others, the emphasis of the Division shifted to work with commercial seed potato growers, nurserymen, orchardists, florists, bee keepers, small fruit and vegetable growers.

A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry. The Bureau of Horticulture as an organizational unit was abolished in 1972.

In 1981 an Entomologist III was added to the Department with the assignment of working on Integrated Pest Management (IPM).

The State Apiarist was transferred to the direct supervision of the Division Director in 1988.

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created this unit. P.L. 731 also required this division to report to a Bureau Director rather than directly to the Commissioner.

The Division's professional staff is comprised of a state apiarist, state horticulturist and two assistants, entomologist III, ten seed potato inspectors (one inspector also serves as a grain inspector), and one inspector supervisor. Immediate supervision is provided by the Division Director with overall supervision by the Director of the Bureau of Agricultural Production.

PROGRAM:

Seed Potato Certification. A major activity of this Division is the certification of seed potatoes, a self-supporting service paid for through fees charged to seed potato producers. The Maine Seed Potato Certification Program inspected approximately 27,100 acres of potatoes in 1986. This is the lowest acreage inspected since 1941. Of this total, 25,540 acres were certified by 384 seed growers. The Superior was the leading variety in acres certified, followed by Atlantic, Katahdin, Ontario, and Russet Burbank.

The certification staff also inspected approximately 1,000 acres of grain, certifying 832 acres. Oats comprised a large majority of this acreage, with buckwheat and winter rye making up the remainder.

Beekeeping. The State Apiarist licensed 557 beekeepers and inspected nearly 3,400 hives for American Foulbrood and Tracheal Mite. Additionally, 20,000 hives of commercial beekeepers (local and out-of-state) hired by blueberry growers for pollination were surveyed for disease and mites. With the discovery of Varroa Mite in the U.S. in 1987, a survey was instituted. Over 400 hives were sampled for Varroa Mite, with 29 hives found to be positive. Nearly 170 hives were depopulated due to the presence of this pest.

Integrated Pest Management. The Division's IPM Specialist continued work with vegetable and small fruit growers to optimize their use of agrichemicals. Projects were conducted on the biological control of asparagus beetle and spider mites, insect survey work on field and forage crops, various pest surveys and nusiance control from insect infestations.

The ongoing goal of IPM is more efficient use of pesticides resulting in less total pesticides used overall.

Horticulture. Horticulture activities involved 1,600 inspections and licensing of approximately 455 greenhouses and 100 nurseries.

Division personnel are often called upon to work with plant and garden societies, municipalities, schools, and University personnel, judge at fairs and answer many calls from the general public about plant diseases and problems.

Additionally, under the direction of the Division Director, the State Horticulturist serves as Maine's representative to the Eastern Plant Board. The concern of this body is with the state-federal implementation of plant insect and disease quarantines to protect food and fiber in Maine as well as other states and counties.

LICENSES, PERMITS, ETC.:

- License:
  - Nurseryman
  - Beekeepers
- Certificate:
  - Phytosanitary
  - Health Certificate for Certified Seed Potatoes
  - Health Certificate for Honeybees
- Permit:
  - Maine (intra- and interstate) Plants
  - Maine (interstate) Honeybees
  - Imported Seed Potatoes

PUBLICATIONS:

- List of Seed Potato Growers—annual (free)
- List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
- List of Registered Beekeepers—annual (free)
- Survey of Ornamental Horticulture in Maine (free)
- The Maine Leaf—6 issues annually (free)
- Plant Conservation List for the State of Maine (free)
- Nature of Weeds (free)
- Honey Bee Diseases and Pests (free)
- Miscellaneous Honey Bee Information Sheets (free)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Production.

MAINE POTATO QUALITY CONTROL BOARD

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle *Telephone:* 764-3413
Mail Address: 744 Main St., Presque Isle, Maine 04769

Established: 1981 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 304; *Citation:* 7 M.R.S.A., Sect. 1033

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Potato Quality Control Board's purpose is to improve the quality of Maine potatoes; adopt grades for potatoes and identification to be used on consumer packs of potatoes packed in Maine bags; to hear and resolve grievances regarding inspections; and to adopt a fee schedule for inspection of potatoes packed in Maine bags.

ORGANIZATION: The Board consists of nine members, of whom two are elected by the Maine Potato Board; one a representative of the department, one appointed by the Governor to represent consumers, and an additional five members are elected by the Maine Potato Board, one from District No. 1, one from District No. 3, one from District No. 4, and two from District No. 2. Members serve for staggered 2 year terms.

PROGRAM: The Board established grade standards for potatoes packed in bags readily identifiable as originating in Maine ("Maine Bags"). Those grades are superior to the standard US No. 1. The Board also adopted a uniform bag design and in conjunction with the Maine Potato Board has promoted that package to the trade.

One objective of Quality Control Board activities is to increase the percentage of potatoes inspected. The Board recommended that the Commissioner establish inspection fees for potatoes in the Federal-State Inspection program at a reduced rate for participants in the Maine Bag Program. The basic fee was set at 12 cents/cwt for track inspections; but participants in the Maine Bag Program were charged only 6 cents/cwt.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Agricultural Marketing.

SEED POTATO BOARD

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE
TERRY L. BOURGOIN, Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 014; *Citation:* 7 M.R.S.A., Sect. 2151

Average Count—All Positions: 13 *Legislative Count:* 1.0

PURPOSE: The Seed Potato Board was established to foster and improve the seed potato industry of the State of Maine. Its primary responsibilities are to produce or cause to be produced through contract or otherwise, such acreages of foundation seed potatoes or varieties as it may determine for distribution and sale to Maine potato growers; to work with and through the Maine Agricultural Experiment Station of the University of Maine in conducting a program of foundation seed potatoes annually; to purchase, own, sell or convey farm real estate and farm equipment as necessary for the purpose of producing acreages of seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from sales are credited to the operating account of the Board.

An additional function of the Seed Potato Board is the operation of a 70 acre seed farm in the Homestead, Florida area where winter testing of seed potatoes is conducted.The Board operates a 7-acre variety and seedling evaluation program for new varieties in Sangerville, Maine.

ORGANIZATION: The Seed Potato Board was organized in April, 1945. It consisted of six members appointed by the Governor from specified areas for terms of three years, and the Commissioner of Agriculture to serve as chairman. A number of changes in the Board's structure have occurred since then. The Commissioner now is the appointing authority and the Board elects its chairman. Membership has been expanded to eight, one of whom must be primarily a tablestock producer and one primarily a processing producer. The Board is authorized to employ a secretary who need not be a member. Traditionally, the Director of the Division of Plant Industry has served as Secretary to the Board.

PROGRAM: In FY 88, the Maine Seed Potato Board sold 15,400 hundredweight (cwt.) of seed to Maine potato growers. Additionally, approximately 4,000 cwt. of surplus seed was sold on the tablestock market. All of the seed was derived from the nuclear seed program, which involves laboratory techniques and greenhouse culture to provide the starting material for the Board's crop. This starting material is pathogen-tested by the most sensitive serological tests available to ensure that it is free of injurious diseases which can severely limit the quality of the crop.

Nearly 1,800 samples of seed potatoes were grown at the Board's Florida Farm to evaluate the disease content of seed potatoes produced by Maine farmers. The results of this winter evaluation indicated that 60 percent of the samples had a total virus content of less than 0.5 percent and 92 percent had a total virus content of less than 5.0 percent. These figures are down from the previous year due to an increase in aphid levels and the resultant spread of virus disease from infected to healthy fields. The figures still represent an overall excellent quality crop of seed potatoes produced by Maine seed potato growers.

PUBLICATIONS:

Report of Florida Test on Seed Potatoes—annual (free)
The Maine Seed Potato Board (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	353,854	38,022				315,832
Health Benefits	26,731	2,751				23,980
Retirement	64,167	6,849				57,318
Other Fringe Benefits	2,118	113				2,005
Other Contractual Service	211,809					211,809
Rents	5,711					5,711
Commodities	151,596					151,596
Grants—Subsidies—Pensions	42,167					42,167
Interest—Debt Retirement	396					396
Transfers to Other Funds	241,551	220,000				21,551
TOTAL EXPENDITURES	1,100,100	267,735				832,365

MAINE POTATO MARKETING COMMITTEE

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1953 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 013; *Citation:* 7 M.R.S.A., Sect. 995
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Potato Marketing Committee's purpose is to correlate potato marketing, to provide for uniform grading, to develop new markets, to establish orderly marketing procedures and to eliminate or reduce economic waste in the marketing of potatoes, upon the issuance of a marketing order. Such order is effective only upon approval of two-thirds of Maine's potato producers participating in a referendum for that purpose.

ORGANIZATION: The Committee consists of 8 members, of whom 5 are producers and 3 are handlers. For each member of the Committee there must be an alternate who has the same qualifications as the member. Persons selected as Committee members or alternates to represent producers are individuals who are producers in the respective district for which selected or officers or employees of a corporate producer in that district and such persons shall be residents of the respective district for which selected. Persons selected as Committee members or alternates to represent handlers are individuals who are handlers in the State or officers or employees of a corporate handler in this State and such persons must be residents of the State.

PROGRAM: The Maine Potato Marketing Committee was constituted for the first time since authorization by the establishment of a Maine Russet Potato Marketing Order in August 1979. The Committee's responsibility is limited to the marketing of russet varieties of Maine potatoes.

FINANCES, FISCAL YEAR 1988: This unit did not receive or expend funds in FY 88.

POTATO MARKETING IMPROVEMENT COMMITTEE

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle *Telephone:* 764-6119
Mail Address: 744 Main Street, Presque Isle, Maine 04769
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 329; *Citation:* 7 M.R.S.A., Sect. 972
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Potato Market Improvement Committee's purpose is to help stimulate the improvement of the potato industry, to advise the Commissioner on the development and implementation of improved potato marketing systems, particularly storage and central packing facilities, and to advise the commissioner concerning funding and expenditures of the Potato Market Improvement Fund.

ORGANIZATION: The committee consists of 8 members appointed by the Commissioner, of whom one member represents the University of Maine; two members represent the Maine Potato Board; one member represents the Maine Potato Sales Association; one member represents the

Farmers Home Administration; one member represents the Farm Credit Service; one member represents the State Development Office; and one member represents the public.

PROGRAM: The Committee's principal responsibility is to advise the Commissioner of Agriculture on the disposition of loan funds made available through the sale of State revenue bonds. Pursuant to the Committee's advice, the Commissioner adopted rules outlining the criteria for loans in four separate areas: sprout inhibition, storage retrofits, facility expansions, and new facility construction.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Agriculture, Food and Rural Resources.

DIVISION OF VETERINARY SERVICES

DAVID F. DINEEN, D.V.M., DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001L; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The purpose of the Division of Veterinary Services is to prevent the introduction and spread of contagious, infectious, and parasitic diseases among poultry and livestock, especially those diseases transmitted to man either directly or indirectly and those of greatest economic importance; to maintain fair and equitable practices in the buying and selling of poultry and livestock and to encourage practices in those transactions which will eliminate diseased and unfit animals; to supervise and maintain the State-Federal Diagnostic Laboratory for disease control purposes; to supervise and maintain the Department of Agriculture Milk Quality Laboratory where milk and milk products are tested as required by the Food and Drug Administration; to evaluate and certify private milk laboratories operating in the State; and to promote animal husbandry in the State.

ORGANIZATION: The Division of Animal Industry was established in 1919 as a unit of the Department of Agriculture. Under the Maine Agricultural Development Act of 1980 the name was changed to Poultry and Livestock in the Bureau of Agricultural Production. In 1985, the Division was renamed as Veterinary Services.

Professional staff is comprised of four Lab Technicians and three Veterinarians supervised by the Division Director. Overall supervision is provided by the Director of the Bureau of Agricultural Production.

PROGRAM: Disease control through regulation and education is the Division's objective. The Program is implemented in the following manner.

Control of Livestock and Poultry Disease: The Division of Veterinary Services personnel provides the technical services necessary to control livestock and poultry disease through the enforcement of permit regulations controlling the movement of animals by the prompt diagnosis of disease. Surveillance testing programs in the laboratory, a reportable disease list, the supervision of accredited veterinarians, licensed livestock dealers and auction sales are key ingredients of this activity. Specific diseases such as Bovine Leucosis, Bluetongue, Anaplasmosis, Pseudorabies and Trichinosis are targeted and laboratory diagnostic tests and management strategies are recommended.

Maine poultry remains free of Avian Influenza, Salmonella and Pullorum/Paratyphoid. The health of pet animals and birds entering the State for resale is regulated.

Milk Quality: The Division provides the services of two veterinarians to assist dairymen in upgrading production techniques and the quality of their milk.

The Division tests and analyzes dairy products, tests milk producers' water samples and certifies commercial and industry milk laboratories and their personnel involved in the Interstate Milk Shippers Program.

Livestock Promotion: Disease free animals and the high quality products obtained from such will always be demanded. The Division of Veterinary Services is dedicated to providing the professional and technical assistance required to assist producers in meeting this demand.

Agricultural Fairs: Agricultural Fairs are the showcase of our production. The Division enforces health regulations and monitors for the presence of disease and the use of illegal drugs.

LICENSES, PERMITS, ETC.:

- License:
  - Swine Garbage Feeders
  - Livestock & Poultry Dealers
- Permit:
  - Livestock Auction Sales
  - Importation
- Certificate:
  - Veterinary Inspection

PUBLICATIONS:

Suggested Guidelines in Managing Maine's Most Common Infectious and Parasitic Disease of Livestock. (free)

Laws and Regulations Relating to Disease Control of Domestic Animals. (free)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Production.

DIVISION OF PRODUCTION DEVELOPMENT

JOHN R. HARKER, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-7618
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1985

Reference: *Policy Area:* 01; *Umbrella:* 01; *Unit:* 001N; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The Division administers and promotes programs and implements policies to assist the agricultural commodity groups in strategic planning, in adopting new agricultural production systems and in developing new crops and livestock enterprises. The Division evaluates issues affecting agricultural production and recommends policy to the Commissioner. The Division is responsible for acquiring data and information needed to develop these programs and policies.

ORGANIZATION: The Division of Production Development was established in 1985, pursuant to Chapter 501 PL 1985, as part of a reorganization of the Bureau of Agricultural Production.

The Division is comprised of a Director and two Agricultural Development Agents assigned to carry out the responsibilities of the Division. The Director managers the crop development programs and administers the Technology Transfer Grant Program. The Development Agents are responsible for the livestock development programs. All three personnel are responsible for issue assessment and planning.

PROGRAM:

Technology Transfer and Special Research Projects Program. The Technology Transfer Program was in its second year of operation in 1987. The goal of the program is to maintain the profitability and competitiveness of agricultural businesses by improving the adoption rate of appropriate new technology. Its objectives are to grant monies to test and demonstrate new and appropriate production, storage and processing technology.

The program is administered by the Division Director in conjunction with two Commissioner's advisory committees. The Technology Transfer Advisory Committee reviews project applications and recommends projects for the Commissioner's approval. The seven-member Committee is made up of representatives from Industry, Cooperative Extension Service, Agricultural Experiment Station, a financial institution, and the Department. A Program Review Committee consists of the Commissioner, Director of the Agricultural Experiment Station and Director of the Cooperative Extension Service. The Program Review Committee meets yearly to review the program and evaluate program effectiveness.

In 1987 the Commissioner approved 24 projects totalling $91,216.62. Of this total, $58,773.75 came from General Fund monies and $32,442.87 came from 'Exxon Funds'. In 1988 the Commissioner approved 23 projects totalling $81,053.63. Of this total, $53,551.63 came from General Fund monies and $27,502.00 came from 'Exxon Funds'. As of July 1, 1988, $140,055.13 remained to be spent from the 'Exxon Fund' alloted for the special Energy Conservation Demonstration Projects priority area in the Tech Transfer grant program.

The Program Review Committee met in 1987 and approved changes in the rules and application procedures. Variety and genetic improvement projects not related to new crop development were not approved for funding in future years. In addition, the Commissioner approved an open solicitation for projects relating to energy and resource conservation utilizing the remaining 'Exxon Fund' monies.

Commodity Planning Assistance. The Division provides professional expertise to any commodity group or industry organization in organizational and strategic planning. In 1987-1988, Division staff cooperated with the Maine State Pomological Society to initiate a planning process and to develop survey and needs assessment documents.,

Staff also helped to facilitate development of a rabbit industry task force to coordinate industry activities. Staff are working with the beef, swine, and small fruit organizations to initiate planning processes.

Commodity Issue Assessment. Division staff reviews legislation and other issues that have an impact on production agriculture and acquires data and information in development of policy. In 1987-1988, the Division reviewed issues in pesticide regulation, Alar reregistration, livestock pulling regulations, biotechnology, Integrated Pest Management, Agricultural fair management, sustainable agriculture, and farm labor.

New Crop and Livestock Evaluation and Development. The Division provides planning and technical assistance in the evaluation and development of new crops. In addition, staff are involved in helping Maine farmers to diversify their operations by adopting new crop enterprises.

The Division is coordinating the evaluation of a number of new crops including cranberry, lupin, grape, rabbit, fallow deer, and ornamental lowbush blueberry. New crop development requires the cooperation of various government agencies for information transfer, technical support and financial assistance. Commercialization of a new crop requires in-depth evaluation of market and production potential and support of private enterprise and entreprenuers. The Division is fulfilling it's role by seeking out and providing information to prospective producers, holding informational workshops and forums and providing liaison with other state development programs.

Crop and Livestock Genetic Improvement and Variety Testing. Division staff are working with the University of Maine and commodity groups in developing and maintaining programs to improve the genetic diversity and improvement of crop and livestock breeds in Maine.

In livestock, staff are assisting in genetic improvement testing of sheep herds (Ram Test), and encouraging the use of computerized recordkeeping for breed selection.

The Beef Weighing and Grading Program was transferred from the Division of Veterinary Services to this Division and staff continue to provide grading services to beef producers in order to manage and improve the genetics of breeding herds throughout the state. Staff are also computerizing the recordkeeping system to keep up with the latest information transfer technology.

In crops, staff are assisting in pasture management species improvement projects in conjunction with the University of Maine and U.S.D.A. Staff are also assisting in projects funded by the Technology Transfer Program in lupin, vegetable variety trials and small fruit variety trials.

Crop and Livestock Production Management Assistance. Division staff work in cooperation with the Maine Cooperative Extension Service, Agricultural Experiment Station, U.S.D.A., and other agencies to develop and implement educational programs leading to the adoption of new production practices and technology. Currently, apple, small fruit, beef, sheep, and swine are part of that program.

PUBLICATIONS:

Technology Transfer Program—Solicitation, Guidelines and Application—August 1

1984 Maine Apple Producer Survey

Maine Apple Forum—Summary of Apple Industry Representative Comments Concerning Problems And Optimism Towards The Next Five Years, 1987 to 1992

1987 Maine Agricultural Fair Management Survey

Cranberry Forum Background Report: Opportunities and Constraints to Establishing a Commercial Industry in Maine

The above publications are available free of charge.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Agricultural Production.

BUREAU OF AGRICULTURAL PRODUCTION

PETER N. MOSHER, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 – *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001P; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 17.5 *Legislative Count:* 17.5

PURPOSE: The Bureau of Agricultural Production was established by the Agricultural Development Act of 1980 to provide increased capability for the development of livestock and crop enterprises as well as feed and cover crops, oil crops, and vegetables. To carry out this responsibility, the Bureau has developed programs to prevent, control and eliminate plant and animal diseases; to develop and expand production of the livestock, poultry and plant industries in the State; to encourage improved potato production and promising new field crops; and to generally promote horticulture and animal husbandry.

ORGANIZATION: To conduct and administer its programs, the Bureau is organized into three divisions: the Division of Veterinary Services, the Division of Plant Industry and the Division of Production Development. The Division of Veterinary Services is responsible for the prevention of contagious diseases among domestic animals, and for supervision of the Federal-State disease control laboratory and the milk quality laboratory. The Division of Plant Industry has four major activities: certification of seed potatoes, production of nuclear seed, horticulture programs and crop development. The Division of Production Development is responsible for the Technology Transfer and Special Projects Program, as well as crop and livestock development programs. This new division was staffed and became operational in August, 1986.

PROGRAM: Specific activities and accomplishments of the Bureau are included separately in the reports of its sub-units.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL PRODUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	804,220	445,765	318,295		40,160	
Health Benefits	51,147	22,808	24,357		3,982	
Retirement	145,498	81,926	56,369		7,203	
Other Fringe Benefits	6,147	3,947	1,835		365	
Computer Services—State	426	426				
Other Contractual Service	187,248	135,204	51,751		293	
Rents	23,989	13,679	10,310			
Commodities	46,926	15,024	31,902			
Grants—Subsidies—Pensions	166,025	166,055	-30			
Equipment	41,938	24,509	17,429			
Interest—Debt Retirement	107	64	43			
Transfers to Other Funds	168,580	149,000	17,800		1,780	
TOTAL EXPENDITURES	1,642,251	1,058,407	530,061		53,783	

BUREAU OF PUBLIC SERVICES

PETER W. CURRA, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3219
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001S; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 2 *Legislative Count:* 34

PURPOSE: The Bureau of Public Service was established as part of the Agricultural Development Act of 1980 to consolidate regulatory and consumer protection responsibilities. It administers a number of regulatory programs aimed at protecting the public welfare by ensuring a safe, adequate and economical supply of food; assuring producers and purchasers that they will receive proper grades and weights for foods, feeds, seeds, fertilizers and fuel; and enforcing the labeling laws of the State. In addition, this Bureau administers the returnable container law, and the animal welfare laws.

ORGANIZATION: The Bureau includes the Division of Regulation, Maine Agricultural Bargaining Board, the (Office of) Sealer of Weights & Measures, the Animal Welfare Board, and the Maine Milk Commission, all of which report separately in this annual report.

PROGRAM: Specific activities and accomplishments of the Bureau are included separately in the reports of its sub-units.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	736,882	640,679	96,203			
Health Benefits	53,746	46,529	7,217			
Retirement	133,648	116,413	17,235			
Other Fringe Benefits	5,888	5,422	466			
Other Contractual Service	291,049	245,876	45,173			
Rents	7,094	7,094				
Commodities	23,516	20,687	2,829			
Grants—Subsidies—Pensions	1,652	320	1,332			
Equipment	44,499	28,634	15,865			
Transfers to Other Funds	6,172		6,172			
TOTAL EXPENDITURES	1,304,146	1,111,654	192,492			

PULL EVENTS COMMISSION

PETER W. CURRA, CHAIRMAN

Central Office: Dept. of Agriculture *Telephone:* 289-3219
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: May 3, 1988 *Sunset Review Required by:*
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 303; *Citation:* 7 M.R.S.A., Sect. 75
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Pull Events Commission was established during the Second Session of the 113th Legislature to develop rules for the certification of pull superintendents and for actions to be taken in the event of violation of pull laws and rules.

ORGANIZATION: The eight-member Pull Events Commission is comprised of representatives of the Maine Draft Horse and Ox Association, Maine Pony Association, Animal Welfare Board, Maine Association of Agricultural Fairs, Maine Federation of Humane Societies, Maine Animal Coalition and the Commissioner of Agriculture.

PROGRAM: The Commission determines the qualifications for certification as a pull superintendent, develops penalties for violation of pull laws/rules and conducts hearings on violations.

LICENSES, PERMITS, ETC.:
Pull Superintendent License
Pull Event License

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Administrative Services Division (Agriculture).

DIVISION OF QUALITY ASSURANCE

DAVID E. GAGNON, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2161
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1917 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001G; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 70 *Legislative Count:* 0

PURPOSE: The Division of Quality Assurance was established to provide a voluntary quality control service for members of Maine's agricultural industries on a fee basis, and to regulate the quality of certain agricultural products not utilizing the voluntary quality control service.

ORGANIZATION: The Division's internal organization is comprised of Produce Inspectors, who work under the supervision of Produce Inspection Supervisors. Overall supervision is provided by the Director. A specific count of professional staff is included in the program description of this Division.

PROGRAM:

Fruit and Vegetable Inspection. The Division of Quality Assurance maintains an office in Presque Isle where 98% of the Shipping Point Inspection program on potatoes is carried out. This office is staffed by a chief potato inspector, two supervisors, one clerk, and 26 shipping point inspectors stationed throughout Aroostook County who inspect potatoes at various loading points. Potatoes are shipped by either trailer trucks or rail cars. This work is done on a request basis by the shippers or packers and is paid for by the same. The Division also has several inspectors in the various processing plants located in Aroostook County, and it uses six inspectors on peas and one on broccoli in Aroostook County during the processing season. The Division has one inspector on apples in the Central and Southern parts of the state. This person checks the various Controlled Atmosphere Storage on apples to make sure they meet the Controlled Atmosphere Law. He also handles all Terminal Market Inspections on fruits and vegetables at the various markets in the state on request by the applicant and is the only licensed grader of live lambs in the state.

Poultry and Egg Grading. The Division has 18 regular graders on the poultry and egg program plus two spare employees, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the USDA for grading service and the State is reimbursed by a Federal Trust Agreement. It is the poultry grader's responsibility to see that all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after it has been graded and packed to assure the packer that the product meets the grade marked on the container. These programs not only assure the packers of a better product, they guarantee the consumer a better product to purchase at the retail level.

The Division also enforces the Federal Egg Products Act for which the Department is reimbursed by the Federal Government.

Licensing Laws. The Division enforces the Maine Potato Licensing law and Dry Bean Licensing law, requiring all buyers, dealers, brokers, agents and processors (not including retailers) buying Maine potatoes and dry beans (in wholesale or jobbing quantities) to obtain a license.

Quality Assurance. The 111th Legislature provided funds to increase the Division's full-time staff by five inspectors in order to increase enforcement of the so-called Branding Law (7 MRSA Chapters 101 and 103). Inspectors visit wholesale packing operations throughout the state to determine if products being packaged meet certain minimum State or Federal standards. Commodities covered in 1987-88 included apples, dry beans, eggs, maple syrup and potatoes. When violations of the Branding Law are discovered, the product is held for repackaging under supervision. Five violations resulted in court action during 1987-88.

Minimum Standards for Planting—Potatoes. The Division enforces the Minimum Standards for Planting law. This is accomplished by Branding Law inspectors performing audits on forms submitted by growers to certify that certified seed has been planted. The intent of the law is to improve the overall quality of the potato crop by reducing disease content in potato seed.

Objective Yield on Potatoes. Four people are used on this work starting in mid-August and lasting through harvest. These workers are loaned to the U.S. Department of Agriculture Statistical Reporting Service. The salary and expenses for these employees are reimbursed by the USDA.

LICENSES, PERMITS, ETC.:

License:
- Users of Blue, White & Red Trademark
- Providers (of trademark supplies)
- Potato Dealers
- Dry Bean Dealer's

Registration:
- Controlled Atmosphere Apple Storage

PUBLICATIONS:

Laws relating to Establishing Licensing for the Marketing of Potatoes (Mimeographed—free)
Laws relating to Establishing Licensing for dry bean dealers (free)

(The following are all mimeographed sheets—free)
Regulations Pertaining to the Operation of Controlled Atmosphere Storage for Apples
Requirements for Use of State of Maine Blue, White and Red State Trademark
Requirements for Use of State of Maine Blue, White and Red Trademark on Maple Syrup
Maple Regulations
Maple Standards
Maine Apple Grading Law
Maine Potato Branding Law

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Marketing.

DIVISION OF REGULATION

CLAYTON F. DAVIS, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3841
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001B; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 67 *Legislative Count:* 0
Organizational Units:
(Office of) Sealer of Weights and Measures

PURPOSE: The Division of Regulation was established to ensure a safe and adequate food supply for citizens of the State of Maine and its visitors and to protect the public economically through the proper administration of the State food and weights and measures laws. Its primary responsibilities are to inspect all foods, food processing establishments, dairy farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and hazardous substances and to perform the duties of the State Sealer of Weights and Measures.

The Division is also responsible for the continuing surveillance of the "Returnable Container Law" and bottle redemption centers. Furthermore, it causes to be sampled and analyzed all of the items it inspects. The Division responds to consumer complaints on food items, and analyzes all suspicious products.

The Division researches regulations and consumer concerns about new food processing technology and biotechnology influence on food, ice and the raising of game animals and birds for consumer foods. It is also responsible for assessing evidence received from other agencies, public hearings and industry in order to determine if given levels of carcinogenic properties are potentially harmful to the public food supply.

ORGANIZATION: The Division of Inspections, created in 1919, was renamed Division of Consumer Protection in 1967, with the original designation restored by 1972 State government reorganization legislation. In 1980 the Division received its present name.

The State Sealer of Weights and Measures was first authorized in 1839, and in 1911 the Commissioner of Agriculture was named to serve as the State Sealer.

The Division of Regulation is comprised of professional staff as follows: Supervisor of Seed, Feed and Fertilizer and two inspectors; Supervisor of Consumer Foods with eight inspectors and a seasonal blueberry program with 5 inspectors; Supervisor of Weights and Measures, one Metrologist and eight inspectors; Supervisor of Dairy Inspection and four inspectors; two Supervisors of the Sardine Inspection Program and four seasonal inspectors; and Supervisor of Sardine Grader and one grader.

PROGRAM:

Food Program. The program administers and enforces inspection and licensing of retail food stores, home food processing businesses, commercial food processing establishments, food warehouses, mobile food vendors, beverage plants, bottle redemption centers, apple cider plants, bakeries, and maple syrup processing plants. It is also responsible for enforcement of the Returnable Container Law. Inspectors have the responsibility to assist food business in order to insure proper compliance. Presently, inspectors are working with the ice industry to establish safe handling practices, and with game animals and bird raisers in the interest of consumer food. One inspector is a Food and Drug Administration Certification Officer and is state standardizing other inspectors.

Sardine Program. This program insures continual inspection of sardine packing plants during canning operations. Sardines are sampled before and after packing. Finished products are graded in compliance with grading standards established by the industry.

Blueberry Program. The Blueberry Inspection Program is seasonal. Inspectors are responsible for in-plant sanitation and blueberry maggot control.

Dairy Inspection. The program is responsible for the Inter-State Milk Shippers Program and the Pasteurized Milk Ordinance Code. Dairy farms are inspected two times a year and milk processing plants four times a year. Pasteurization equipment is tested and sealed, milk products sampled, farm bulk tanks calibrated and farm calls are made to offer assistance on construction of buildings, installation of equipment and operation of water supplies. Calls are made at plants to offer similar assistance. Licenses are issued to milk dealers in and out of state. Bulk milk handlers and their equipment are inspected to insure proper producer samples. Wholesale frozen dessert (ice cream) manufacturers are inspected and licensed yearly. Producer composite samples are checked to assure proper testing. Two inspectors are FDA Certified Milk Sanitation Rating Officers and milk sampling surveillance officers. Additionally, staff is developing a permit system for dairy farms.

Feed Program. This program includes the regulation of all animal feeds (livestock, poultry, dogs, cats and specialty pets). A product registration and sampling program is maintained to determine any adulteration and/or misbranding of products being distributed in the state.

Seed Program. The seed program is a regulatory program involving the sale and distribution of agricultural, vegetable and tree and shrub seeds. Compliance is maintained through market inspection and seed sample analysis.

Fertilizer Program. The fertilizer program involves the regulatory control of the sale and distribution of plant food products. It maintains a registration and sampling program to determine any adulteration and/or misbranding of products being distributed in the state.

Plant and Soil Amendment Program. The Plant and Soil Amendment Program regulates the sale of plant and soil amendment products through registration and a limited sampling program.

The Division works in cooperation with the Federal Food and Drug Administration on recall of products, and constructively inspects to benefit the industry and the consumer. It responds to consumer complaints regarding food establishments and products, recalls food products, and investigates food product damage incurred in fires, floods, extended power outages or damage in transit. Additionally, under Maine's Branding Law, it inspects potatoes, apples, eggs and maple syrup for compliance with labeling requirements (variety, grade, volume/quantity, size and producer).

LICENSES, PERMITS, ETC.:

- License:
  - Seed
  - Weighmasters
  - Weighing Device Dealers & Repairmen
  - Wood Scaler
  - Milk Dealers
  - Babcock Testers
  - Food Establishment
  - Beverage Plants
  - Wholesale Frozen Dairy Products
  - Redemption Centers
  - Sardine Packers
- Registration:
  - Fertilizer Products
  - Feed Products
  - Plant & Soil Amendment Products
- Certificate:
  - Certificate of Competency
- Permit:
  - Blueberry Processors and Packers

PUBLICATIONS:

- Laws:
  - Feed (free)
  - Food (free)
  - Seed (free)
  - Hazardous Substances Labeling (free)
  - Milk and Frozen Dairy Products (free)
  - Commercial Fertilizer (free)
  - Beverage Containers (free)
  - Plant and Soil Amendment Act (free)
  - Mimeographed rules and regulations pertaining to many of the above laws (free)
  - Consumer Information Bulletins (free)
  - Seed Report (annual) (free)
  - Recognizing Can Defects (free)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Public Services.

DIVISION OF RESOURCE DEVELOPMENT

CHAITANYA YORK, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001F; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Division of Resource Development was established to respond to the changing economy and structure of agriculture.

The Division's goals during FY '88 were to facilitate effective utilization of natural resources such as waste products and naturally occurring products for agricultural uses as fertilizers or soil conditioners; to develop farm management training programs; to expand public education of and appreciation for the importance of agriculture to Maine society and economy; to encourage efforts to support small scale agriculture; to encourage conservation and development of both conventional and alternative energy; to provide scholarship assistance to children of Maine farmers and woodsmen; to assist in developing farm vacation and bed and breakfast operations; to respond to the needs of farmers by cooperating with other organizations.

ORGANIZATION: The Division is involved in various developmental programs and enjoys the cooperation of numerous groups in completing this work. In addition to a Planning and Research Associate II and Farm Internship Coordination, numerous volunteers and students periodically work with the Division on various projects. This special staff has included two part-time positions from the Senior Community Service Project.

PROGRAM:

Waste Utilization.

The Division has participated in an ongoing effort to establish a mechanism and source of funds for sponsoring research into waste utilization issues. In the last year, the Division has participated on an Ad Hoc Committee comprised of industrial waste generators, municipal officials, state agencies and environmental groups. This committee has developed research priority lists, and proposed administrative and funding mechanisms for establishing a research program. Based on this work, The Maine Sludge and Residuals Utilization Research Foundation was established with the passage of L.D. 2260.

In cooperation with numerous public and private sector groups, the Division facilitated development of a regional demonstration project to test the technical and economic feasibility of larger scale composting of local fisheries wastes and carbon materials for use in agriculture. Division staff were active in organizational development, research design, public relations and funding acquisition activities. The project is the first of its kind in Northern New England.

Staff was active in completing the regional product inventory of composting materials and is now cooperating in completing an extensive economic and technical feasibility study, two product research studies, and a marketing study. Throughout the project, Division staff wrote funding proposals and was instrumental in obtaining funds from various sources totalling $46,000. The project has become a model state-wide and staff has responded to numerous requests for assistance with compost project development and given slide presentations at the State Agricultural Trades Show, New England Resource Recovery Conference,etc.

The Division is also active as the Commissioner's representative on the Governor's Task Force for Fish By-Products Utilization and with the development of a pilot cull potato compost project for Aroostook County.

Ag in the Classroom.

The Division provided primary staff support for the organization and development of the newly formed Maine Ag in the Classroom Association (MAITC). Staff support has included participation in obtaining non-profit status, organization of teacher training, collection and development of instructional materials, establishment of a State AITC Resource Library, and funding development.

The association includes broad representation from agricultural organizations, commodity groups, educational organizations, governmental agencies, and the University of Maine. It's goals are to assist educators in developing classroom activities for integrating agricultural concepts into curriculums; to develop policies, programs and materials for improving public understanding of agriculture; and to assist in coordination of State AITC activities.

Staff attended both the regional and national conferences giving presentations and collecting information for improving local initiatives. Staff also participates on the Board of the recently organized New England and New York Consortium for developing materials and programs that single states could not otherwise afford.

The Division has taken a leadership role with the Consortium's primary project for 88/89 by overseeing drafting of a regional poster and ancillary materials for the fifth grade level.

Farm Internship.

Legislation was passed establishing the Maine Farm Internship and Training Program to: (1.) provide hands-on training and experience for people interested in careers in agriculture and (2.) to provide referral information to parties interested in transferring farms between generations. An advisory committee was established with broad representation from the sectors of farming, education, and labor. A staff person was hired in April and program development activities now in progress include intern and farmer enrollment, materials development and transfers programming.

Farm Business Management.

After reviewing business management activities, the development committee, which includes representatives from Extension, Maine Small Farmers Association, Farmers Home Administration, and the Department of Agriculture, initiated: (1.) completion of a survey of farmers' business management educational needs and (2.) drafted a proposal for exploring establishment of a management institute to assess, coordinate and develop business management educational activities.

Conservation School.

Representing the Commissioner on the school's board, Division staff facilitated completion of a program evaluation, planning retreat, and draft workplan. The Division also initiated organization of a week-long "ag in the classroom" teacher training workshop at the school.

Farm Energy Audit Development.

Division staff oversaw the first two stages of a contract with the University of Maine for development of a Maine Farms Energy Audit. The audit, when completed, will be available to all farmers as a tool for conserving or optimizing energy use thereby increasing profitability.

Farm Vacation/Bed and Breakfast Development.

The division provided organizational and development support to the recently organized Maine Farm Bed and Breakfast Association which offers interested farmers a new enterprise option for improving profitability. Activities included market plan drafting and publicity and promotional assistance.

Maine Rehabilitation Scholarship Fund.

The Division coordinates the activities of the Maine Rehabilitation Scholarship Fund for the children of Maine farmers interested in post-secondary education. These activities included funding thirty-nine students, implementing new program policies, revising materials and resolving delinquent accounts with the fund.

PUBLICATIONS:

Report of Energy Use in Agriculture Task Force
Saving Energy in Rural Maine, or Who is Doing What on The Farm
Maine Small Farm Statistics
Useable Waste Products for the Farm
Agricultural Education in the Classroom: A Resource Guide for Maine Teachers (K-12) and Other Educators
Report of the Governor's Task Force on Ag in the Classroom.
All publications are available free of charge.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural and Rural Resources.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES

ESTHER LACOGNATA, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01, *Unit:* 001R; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 12 *Legislative Count:* 7

AGRICULTURE, FOOD AND RURAL RESOURCES

PURPOSE: Since three of the divisions are concerned with some aspect of the natural resource base, it is accurate to represent this Bureau as being primarily concerned with the conservation and sound utilization of the resource base in order to assure sustained agricultural productivity.

The Bureau Director also has responsibility for coordinating the Agricultural Fairs Stipend Fund and for developing programs responsive to the changing needs of agriculture, such as the Agricultural Viability Program and the Farmland Adjacency Program.

ORGANIZATION: The Bureau of Agricultural and Rural Resources includes the Soil and Water Conservation Commission, the Pesticides Control Board, the Harness Racing Commission, and the Division of Resource Development. The specific functions and programs of each are described separately in this report.

PROGRAM:

Agricultural Fairs. The Bureau Director coordinates the conduct of Commissioner's responsibilities at agricultural fairs pertaining to 7MRSA §62-75. Licenses were issued for the next three years in 1986. The Agricultural Fairs Stipend Fund is allocated and sent to fairs in January each year. The disbursement of premiums equity in conduct of events, and improvements to facilities were audited by Department staff. The Bureau Director compiles data on each fair and distributes them at the annual meeting of the Fair Association.

This Bureau provides information to the Bureau of Marketing for their use in promoting agricultural fairs.

The Bureau Director also staffs the Fair Evaluation Commission which is comprised of volunteers knowledgeable in administration of fairs, appointed by the Commissioner to evaluate the quality of agricultural fairs.

Nongovernmental organizational support is provided to the Fairs by the Maine Association of Agricultural Fairs, Muriel Bonin, Executive Secretary. Persons interested in courtesy passes to fairs should contact her at 268-4631.

Agricultural Viability Program. In the Agricultural Viability Act of 1985, the Legislature authorized the Commissioner of Agriculture to establish a pilot agricultural viability program. It is a ground breaking experiment in developing a grassroots program for monitoring and expanding the contribution of agriculture to Maine's economy, simultaneously enhancing agriculture's profitability.

Four regions were selected by the Commissioner: the Saint John Valley; the abutting farming areas of Somerset, Piscataquis and Penobscot Counties; Hancock and Washington Counties; and 13 towns along the Little Androscoggin, the Androscoggin and the Sandy Rivers in Oxford, Androscoggin and Franklin Counties. The original four pilot regions have completed their assessment phases and are working at implementing local initiatives. A fifth region, consisting of the Southern Aroostook Conservation District, has been funded and has launched its assessment phase.

The reports of the four original pilot regions have been synthesized and were the basis of a series of Inter-Bureau discussions. This has resulted in a document of recommendations to the Commissioner from Department staff on appropriate Department responses to the recommendations of the Ag Viability regions.

In response to the recommendations from several of the regions, and in cooperation with a working group, the staff developed amendments to the law. The proposal was submitted to the Growth Management Committee who forwarded it to the Taxation Committee of the Legislature. The resulting bill passed without opposition. The Department is now at work preparing for the implementation of these changes.

Land adjacent to farmland. In response to a proposal by apple orchardists, the department has staffed a working group chaired by Representative Nutting to develop legislation. The Bureau is now responsible for the information dissemination and encouragement necessary to implement "An ACT to Promote Harmony between Agriculture and Adjacent Development" which passed as an emergency. In the first sign up period, two weeks after passage, about 140 farmers registered their land. Because the program is very new, there is considerable confusion and some controversy, but also there is widespread support for the concept.

Groundwater Protection. The Bureau Director's participation on the Land and Water Resources Council and its standing committee on groundwater is taking up more time as concern for groundwater pollution from pesticides and other non-point sources increases. This issue is related to programs in all three agricultural divisions, Pesticides Control Board, Soil and Water Conservation Commission, and Resource Development.

LICENSES, PERMITS, ETC.:
Licensing of Agricultural Fairs pursuant to 7 MRSA, Sect. 65

PUBLICATIONS:
Annual Report on the Maine Agricultural Fairs. 1987
Dairy Profile, 1986
Potato Profile, 1986
Beef Profile, 1987
Commodity Screen: Spinach, 1987
Commodity Screen: Carrots, 1987
Commodity Screen: Lettuce, 1987
Ag-Viability Notes, March 1987
Ag-Viability Notes, July 1987
Ag-Viability Notes, May 1988
Report of the Original Four Ag. Viability Regions, Fall 1987
All above publications are free.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	157,810	157,705			105	
Health Benefits	9,537	9,683			-146	
Retirement	30,073	30,073				
Other Fringe Benefits	554	554				
Other Contractual Service	67,192	36,898	30,147		147	
Rents	4,183	4,183				
Commodities	2,386	2,386				
Grants—Subsidies—Pensions	91,702	64,200	27,502			
Transfers to Other Funds	835		805		30	
TOTAL EXPENDITURES	364,272	305,682	58,454		136	

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

BERNARD W. SHAW, STATE SEALER
BERNARD AUSTIN, DEPUTY STATE SEALER

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3841
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1839 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 004; *Citation:* 10 M.R.S.A., Sect. 2401
Average Count—All Positions: 10 *Legislative Count:* 0

PURPOSE: To protect the public economically through the proper enforcement of the State weights and measures laws and to determine that equity prevails in all commercial transactions involving determinations of quantity.

ORGANIZATION: The Commissioner of Agriculture, Food and Rural Resources is, by statute, the State Sealer of Weights and Measures. The Deputy State Sealer serves as supervisor to the Weights and Measures section within the Division of Regulations. This section's professional staff consists of one Metrologist and eight Weights and Measures inspectors. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Regulation. Overall supervision is provided by the Director of the Bureau of Public Service.

PROGRAM: The Division of Regulation's Weights and Measures unit is responsible for all standards of weights and measures with continual certification by the National Bureau of Standards. This involves inspection and calibration of all commercial large capacity scales, liquid flow meters, LP gas meters, and 80% of the small capacity scales, 80% of the gas pump meters, 95% of the linear measuring devices, and spot-check of packages put up prior to sale for correct labeling and correct net weight and measure. It is responsible for uniform standards for the measurement of wood and enforcement of the Wood Measurement Law and regulations as well as verification of radar guns used by the State and local police to monitor excessive speeding. Other areas of impact include local sealers, parking meters, worm counts and licensing of scale mechanics and weighmasters.

The State standards of weights and measures maintain traceability through the National Bureau of Standards and its own Metrology Lab located in Augusta..

LICENSES, PERMITS, ETC.:

Weighmasters
Weighing Device Dealers and Repairmen
Wood Scaler

PUBLICATIONS:

Laws pertaining to Maine Weights and Measures (free)
Established Fees for Testing Weighing and Measuring Devices (mimeographed—free)
Wood Measurement Rules (free)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Services.

STATE SOIL AND WATER CONSERVATION COMMISSION

L. HERBERT YORK, CHAIRMAN
FRANK W. RICKER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2666
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: March 25, 1941 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 019; *Citation:* 12 M.R.S.A., Sect. 51
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The State Soil and Water Conservation Commission was established to provide for the protection, proper use, maintenance and improvement of the soil, water and related natural resources of the State of Maine. The primary responsibilities of the Commission are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct assistance, technical and financial assistance, and coordination with other State and Federal agencies; to develop and carry out public works projects for prevention of soil erosion, flood prevention, conservation, development, utilization and disposal of water; to assist in the completion of the National Cooperative

Soil Survey; to conduct surveys, investigations, and research as necessary for implementation of other functions; to coordinate the floodplain studies of various Federal agencies; to coordinate the Small Watershed program statewide; and to coordinate the Resource Conservation and Development Programs.

ORGANIZATION: The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed to the State Soil and Water Conservation Committee in 1965, and received its present name and structure in 1969. The Commission consists of eleven members, five of whom serve ex officio: Vice President for Research & Public Service of the University of Maine, Commissioner of Agriculture, Commissioner of Conservation, Commissioner of Inland Fisheries and Wildlife, Commissioner of Marine Resources and Commissioner of Environmental Protection; six of whom are Soil and Water Conservation District Supervisors, one representing each of the six specified Areas of the State, elected at an annual meeting of District Supervisors within the Area.

The sixteen Soil and Water Conservation Districts (SWCD) in Maine and their office locations by respective Area are as follows:

Area I
Central Aroostook SWCD, Presque Isle
Southern Aroostook SWCD, Houlton
St. John Valley SWCD, Fort Kent

Area II
Washington County SWCD, Machias
Hancock County SWCD, Ellsworth

Area III
Penobscot County SWCD, Bangor
Piscataquis County SWCD, Dover-Foxcroft
Somerset County SWCD, Skowhegan

Area IV
Kennebec County SWCD, Augusta
Knox-Lincoln SWCD, Rockland; and
Waldo County SWCD, Belfast

Area V
Androscoggin Valley SWCD, Lewiston
Franklin County SWCD, Farmington
Oxford County SWCD, South Paris

Area VI
York County SWCD, Sanford
Cumberland County SWCD, Westbrook

Professional staff for the Commission is comprised of an Executive Director and a Soil Scientist.

PROGRAM: The accomplishments of the Soil and Water Conservation Commission (SWCC) are apparent in the conservation practices applied to the land of more than 11,892 private landowners that are cooperators with Maine's 16 Soil and Water Conservation Districts. During FY 88, 1,887 groups and individuals applied some form of conservation practices to their land in an effort to control erosion and other soil and water problems. New conservation plans were formulated for 79,172 acres of land, raising the total State acreage covered by conservation plans to 1,940,779 acres.

The Commission and Districts reviewed and evaluated over 550 resource alteration applications submitted to the Department of Environmental Protection (DEP), Land Use Regulation Commission (LURC), State Planning Office (SPO) and the Department of Inland Fisheries and Wildlife (DIF&W) during the past year. The recommendations proposed by the Commission and Districts were often included as conditions of approval in the permits granted through these applications. The present DEP policy on the mining of topsoil was written by the Commission's Soil Scientist. Commission review involves the following considerations:

1. Soil Suitability
2. Erosion and Sediment Control
3. Relation to Floodplains
4. Stormwater Management and Drainage
5. Protection of Prime Agricultural Lands where Appropriate

The Commission employed 9 work-study students to assist the Districts with their heavy summer workload.

Under the Challenge Grant Program, the Commission received 30 applications for special projects during the 1987-88 Fiscal Year. The Commission awarded Challenge Grant monies to 11 Districts to fund 13 of those projects. The $100,000 of Challenge Grant Funds generated $192,281 matching funds and in-kind services. This shows that the Districts are generating about 1.9 matching dollars for every Challenge Grant dollar requested.

PUBLICATIONS:

Soil Suitability Guide for Land Use Planning in Maine
Maine Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on the Land
Maine Guidelines for Septic Tank Sludge Disposal on the Land
Native and Introduced Wildlife Shrubs of Maine
Environmental Quality Handbook—Revised 1986
Soil and Water Conservation Long Range Plan
Maine Association of Conservation Districts—affiliate Membership Brochure
Reasons Why?—affiliate Membership Brochure
Alternatives to Topsoil Mining
The Maine Soil & Water Conservation Challenge Grant Program—1984 the First Year
Challenge Grant Projects: 1984-85 Progress Report

All above publications are free.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE SOIL AND WATER CONSERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	56,700	56,700				
Health Benefits	4,105	4,105				
Retirement	11,542	11,542				
Other Fringe Benefits	192	192				
Other Contractual Service	23,801	23,801				
Rents	3,647	3,647				
Commodities	1,254	1,254				
Grants—Subsidies—Pensions	141,550	141,550				
TOTAL EXPENDITURES	242,791	242,791				

AFDC COORDINATING COMMITTEE

SABRA BURDICK, Bureau of Income Maintenance, Department of Human Services

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-2636
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: June, 1981
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 402; *Citation:* 22 M.R.S.A., Sect. 3773
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the AFDC Coordinating Committee is to ensure the effective coordination of employment, education, training and support services required by AFDC recipients in order to prepare for, find and keep good jobs.

ORGANIZATION: The Committee is comprised of the Commissioners of Human Services, Labor, and Educational and Cultural Services, or their designees.

PROGRAM: The three Commissioners meet periodically, and their designees meet as needed, to discuss and facilitate the coordination of existing resources and institutions.

PUBLICATIONS:

A Report on the Implementation of Maine's Job Opportunities Act of 1981 submitted to the 112th Maine State Legislature, June 1985.

FINANCES, FISCAL YEAR 1988: No funds are appropriated or expended by the AFDC Coordinating Committee.

COMMITTEE TO ADVISE THE DEPARTMENT OF HUMAN SERVICES ON AIDS

OWEN PICKUS/BARBARA GILL (Co-Chair)

Central Office: For Administrative Purposes: Office on AIDS *Telephone:* 289-3747
Mail Address: D.H.S. #11, Augusta, Maine 04333

Established: July 7, 1987

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 510; *Citation:* 5 M.R.S.A., Sec. 19202

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: This Committee is mandated to advise the Department of Human Services on content and dissemination of educational materials, crises that may develop, coordination of services to people living with AIDS, AIDS related complex and Human Immunodeficiency Virus infection and the families and people providing care for these people, and AIDS related policy and proposed rules.

ORGANIZATION: This Committee is comprised of 31 members appointed by the Governor. It is headed by a Chair and Co-Chair. It is advisory only, having no responsibility or jurisdiction over activities, implementation or results of action taken by the Department of Human Services; it represents a wide cross section of persons knowledgeable of issues and problems in their fields; it may only make suggestions and hear public issues of concern brought before it; it is expected that this Committee assists in acquiring support, including funding, for essential services and problems.

PROGRAM: This Committee meets on a bi-monthly basis to consider areas covered under the "Purpose" section of this document. The Committee is broken down into several sub-committees:

Non-Compliant Carrier
Education
Patient Care
Counselor Testing-Partner Notification

These sub-committees meet to give specific recommendations to the Committee as a whole in order to assist the Committee in it's efforts to advise the Department on legislation and the creation of "AIDS in Maine: Background and Policy". This Plan was released in February of 1988. Long range plans involved creating 4 new sub-committees which will continue to help guide the Committee in matters of Plan revisions and Legislation. As a Committee of rotating membership, some personnel changes were effective 4/1/88. Terms of 8 members expired in April of 1988. Six replacements were named, 2 members were reappointed and a new seat on the Committee was established by the 113th Legislature.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Legislature.

APPORTIONMENT REVIEW PANEL

DAYTON HAIGNEY, M.D., CHAIRMAN

Central Office: Deering Bldg., A.M.H.I. *Telephone:* 289-3751
Mail Address: Statehouse Sta. #27, Augusta, Maine 04333

Established: January 1, 1986 *Sunset Termination Starting by:* July 1, 1988

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 490; *Citation:* 39 M.R.S.A., Sect. 57B

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The panel is designed to help resolve disputes which may arise regarding the apportionment of liability in cases of reduced earning capacity resulting from two separate injuries, when reimbursement from the Employment Rehabilitation Fund for such additional losses is requested.

ORGANIZATION: Panel made up of two employee representatives, two employer or insurer representatives, and one representative of the medical or rehabilitation profession; all are appointed by the Governor.

PROGRAM: The Apportionment Review Panel has met to discuss its procedures and rules, and to advise the Workers' Compensation Commission about its operations.

The work of the panel is dependent on and limited by a complex set of circumstances, including a work related injury or disease, rehabilitation and a successful return to work, a second injury resulting in additional loss of earning capacity, and a dispute over the apportionment of the additional loss of earning capacity. The panel will review such disputes and make a recommendation on the apportionment of liability.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Office of Employment Rehabilitation.

ARCHIVES ADVISORY BOARD

DORRIS ISAACSON, CHAIRMAN
ANN THOMAS, Secretary

Central Office: Stone House, Star Route 3, Phippsburg, Maine *Telephone:* 389-1141
Mail Address: Stone House, Star Route 3, Phippsburg, Maine 04562
Established: 1965 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 257; *Citation:* 5 M.R.S.A., Sect. 96
Average Count—All Positions: 0 *Legislative Count:* N.A.

PURPOSE: The Archives Advisory Board's primary function is to advise the State Archivist in his administration of the law pertaining to archives, and to perform other such duties as may be prescribed by law.

ORGANIZATION: The board consists of 9 public members appointed by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment and thereafter until his/her successor is appointed and qualified. In case of the termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

PROGRAM: The Archives Advisory Board has met periodically during the fiscal year to advise the State Archivist on the disposition of records, retention schedules and on administrative matters of concern.

LICENSES, PERMITS, ETC.:

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Maine State Archives.

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR
WILLIAM J. BRENNAN, Comm. of Marine Resources

Telephone: (202) 387-5330
Central Office: 1717 Massachusetts Avenue, N.W., Suite 703, Washington, D.C. 20036
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: May 5, 1942 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 290; *Citation:* 12 M.R.S.A., Sect. 4603

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:
All of the 15 Atlantic Coast States.

PURPOSE: The Commission's main focus is to provide for better utilization of the fisheries—marine shell and anadromous—through an interstate compact of the 15 Atlantic coastal states.

Although the states determine all policy in their respective jurisdictions, the Commission provides a forum for discussion and resolution of common problems and assists the states in developing joint programs. In addition, the Commission participates in the Interstate Fisheries Management Program, whose goal is uniform management and protection of the Nation's fisheries resources and viable commercial and recreational fishing industries.

ORGANIZATION: The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic Coastal States beginning in 1941. The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942.

The participating States are Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a Legislative member appointed by its Committee or Commission on Interstate Cooperation, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member States based on the value of their respective catches.

ASMFC operates through boards and committees comprised of groups of states. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state for that purpose.

PROGRAM: To keep abreast of the major activities in Congress, the headquarters for the NMFS and fisheries organizations in Washington, D.C., close liaison is maintained with Congressional Committees and other important organizations.

Contract funds from NMFS and USF&WS are used to reimburse travel expenses of state biologists, managers, and administrators who participate in the various committees that have been established to develop regional management programs for certain Atlantic coast species. Lobster, shrimp, striped bass, American shad and river herring programs are of special concern to Maine.

The Commission, through its Amendment Number One authority, continued to regulate the Northern shrimp fishery in the Gulf of Maine. The ASMFC Northern Shrimp Section, comprised of the Commissioners from Maine, New Hampshire, and Massachusetts, promulgated regulations for the conduct of this fishery for the 1987 season including mesh size regulations.

In recent years the Commission has accelerated, reinforced and promoted its activities in relation to the National Oceanographic and Atmospheric Administration (NOAA) and the National Marine Fisheries Service (NMFS), particularly with respect to the Interjurisdictional Fisheries Management Program and the Grant-In-Aid programs operated under P.L. 99-659, the Interjurisdictional Fisheries Act of 1986, and P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Other federal programs concerning state fisheries administrators and commercial and sport fisheries monitored by ASMFC include ecologically-oriented MARMAP and MESA programs, Wallop-Breaux Aquatic Resources Trust Fund (P.L. 98-369), Coastal Zone Management, administration of the Marine Mammal Act, Endangered Species Act, Fisheries Statistics Program, and other Administration-sponsored fisheries legislation.

In 1976, the Fishery Conservation and Management Act was signed into law, creating P.L. 94-265. This Act provides for exclusive U.S. management authority of all fisheries (except highly migratory species, i.e., tuna) within the 200-mile Fishery Conservation Zone. The legislation also established national standards for conservation and management through creation of eight Regional Fishery Management Councils. ASMFC is represented on all three Atlantic Coast Regional Councils (New England, Mid-Atlantic, and South Atlantic), and reports on important Council decisions, including development of Fishery Management Plans and joint venture proposals that will impact fishing industries along the Atlantic Coast.

Through its executive office, ASMFC maintains active liaison with all Washington-based fisheries organizations of professional or industry status, including the American Fisheries Society, the International Association of Fish and Wildlife Agencies, the Sport Fishing Institute, the National Fisheries Institute, the Shellfish Institute of North America, the National Fish Meal and Oil Association, the Fisheries Products Division of the National Food Processors Association, as well as other resource, environmental, conservation and user groups.

ASMFC also participates in a wide variety of meetings that stress environmental, ecological, natural resource and conservation issues of direct concern to state fisheries administrators. The Executive Director has access to the deliberations of fishery advisory bodies such as the National Oceanic and Atmospheric Administration's Marine Fisheries Advisory Committee (MAFAC), to which he is a consultant, and the President's National Advisory Committee on Oceans and Atmosphere (NACOA).

The Commission has continued its cooperative agreement with the National Marine Fisheries Service to administer the Interjurisdictional Fisheries Management Program. This program is known as "The Interstate Fisheries Management Program" and includes state/federal projects involving Northern Shrimp, Shad and River Herring, Sciaenids, Northern Lobster, Atlantic Menhaden, Striped Bass, Summer Flounder, Cooperative Statistics Program, and related activities such as interstate shellfish transportation, and fish/shellfish disease control. During the past year, the major focus of the Commission's interstate program has continued to center around the striped bass resource. A number of bills have been introduced in Congress to amend and extend P.L. 98-613, the Atlantic Striped Bass Conservation Act of 1984, as amended, which expires on September 30, 1988. This act is expected to be reauthorized, with minor changes, prior to the ASMFC annual fall meeting. The original act established a mechanism for federal preemption of striped bass management in state territorial waters. Reauthorization legislation continues to require the ASMFC to determine at its annual meeting whether or not participating states are in compliance with the interstate striped bass plan and submit a status report to the Secretary of Commerce. Those states determined to be in noncompliance are allowed 30 days to respond to deficiencies or be subject to a federal moratorium on the taking of striped bass in that state's waters. Such a moratorium would remain in effect until the subject state was determined to be in compliance with the interstate plan. The federal law also requires each state to be evaluated by the Commission on the enforcement effectiveness of its striped bass conservation regulations. Inadequate enforcement could also constitute grounds for finding a state in noncompliance. These actions are considered necessary because of continued low levels of striped bass production in Chesapeake Bay and the continued state closures to all sport and commercial fishing for striped bass in Maryland and Delaware waters. These closures have been in effect since January 1, 1985. Amendment #3 to the Interstate Striped Bass Plan, adopted by the Commission in October, 1985, requires all states involved in the striped bass interstate plan to increase the minimum size of striped bass to 33 inches total length by January 1, 1987. The Maine Legislature passed appropriate legislation that became effective on July 16, 1986, and was subsequently reaffirmed with Legislation that became effective on March 23, 1988. The Commission will continue to actively monitor state regulations and enforcement as required by federal law. The striped bass issue has clearly defined a new and strengthened role for the Commission in interstate fisheries management programs.

Whereas the Fisheries Conservation Management Act clearly defines management responsibility of the Regional Councils only in the Fisheries Conservation Zone, territorial sea fisheries management authority resides clearly with the states. The ASMFC was recognized by the federal government as the appropriate institutional mechanism to assure that such authority was retained collectively by the states, provided the states acted responsibly in matters of resource conservation.

The ASMFC has continued to compile and distribute a comprehensive monthly legislative update. This covers all the major federal legislation in the marine area, and helps the member states keep abreast of what is going on in Washington. The Commission has also been more active than ever before in federal legislation action that affects states' programs and their funding, as well as legislation favoring fishing industry needs. This included the American Fisheries Promotion Act that was designed to make our commercial fishing industry a net exporter of fisheries products, and the Dingell-Johnson Sport Fish Restoration Act expansion that will provide funds to states for marine recreational fisheries programs. A great effort was made to maintain federal funding for P.L. 88-309 and 89-304 due to federal administration efforts to eliminate these important fisheries programs. Testimony has been presented to appropriate authorizing and appropriations committees of both the House and the Senate to keep alive funding for the two grant programs.

PUBLICATIONS: Leaflet Series entitled "Marine Resources of the Atlantic Coast" for information and cost per leaflet write: Atlantic States Marine Fisheries Commission, 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	15,970	15,970				
TOTAL EXPENDITURES	15,970	15,970				

DEPARTMENT OF ATTORNEY GENERAL

JAMES E. TIERNEY, ATTORNEY GENERAL
JAMES T. KILBRETH, Chief Deputy Attorney General
FERNAND LAROCHELLE, Deputy Attorney General
CROMBIE J.D. GARRETT, JR., Deputy Attorney General
PHILIP F.W. AHRENS, Deputy Attorney General
H. CABANNE HOWARD, Deputy Attorney General
LEIGH I. SAUFLEY, Deputy Attorney General
THOMAS D. WARREN, Deputy Attorney General
STEPHEN L. WESSLER, Deputy Attorney General

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239; *Citation:* 5 M.R.S.A., Sect. 191
Average Count—All Positions: 120 *Legislative Count:* 81.5

Organizational Units:
Administration
District Attorneys
Office of Chief Medical Examiner of the State of Maine

Divisions:
Consumer & Anti-Trust
Commercial Regulation & General Government
Criminal
Human Services
Litigation
Natural Resources
Opinions/Counsel

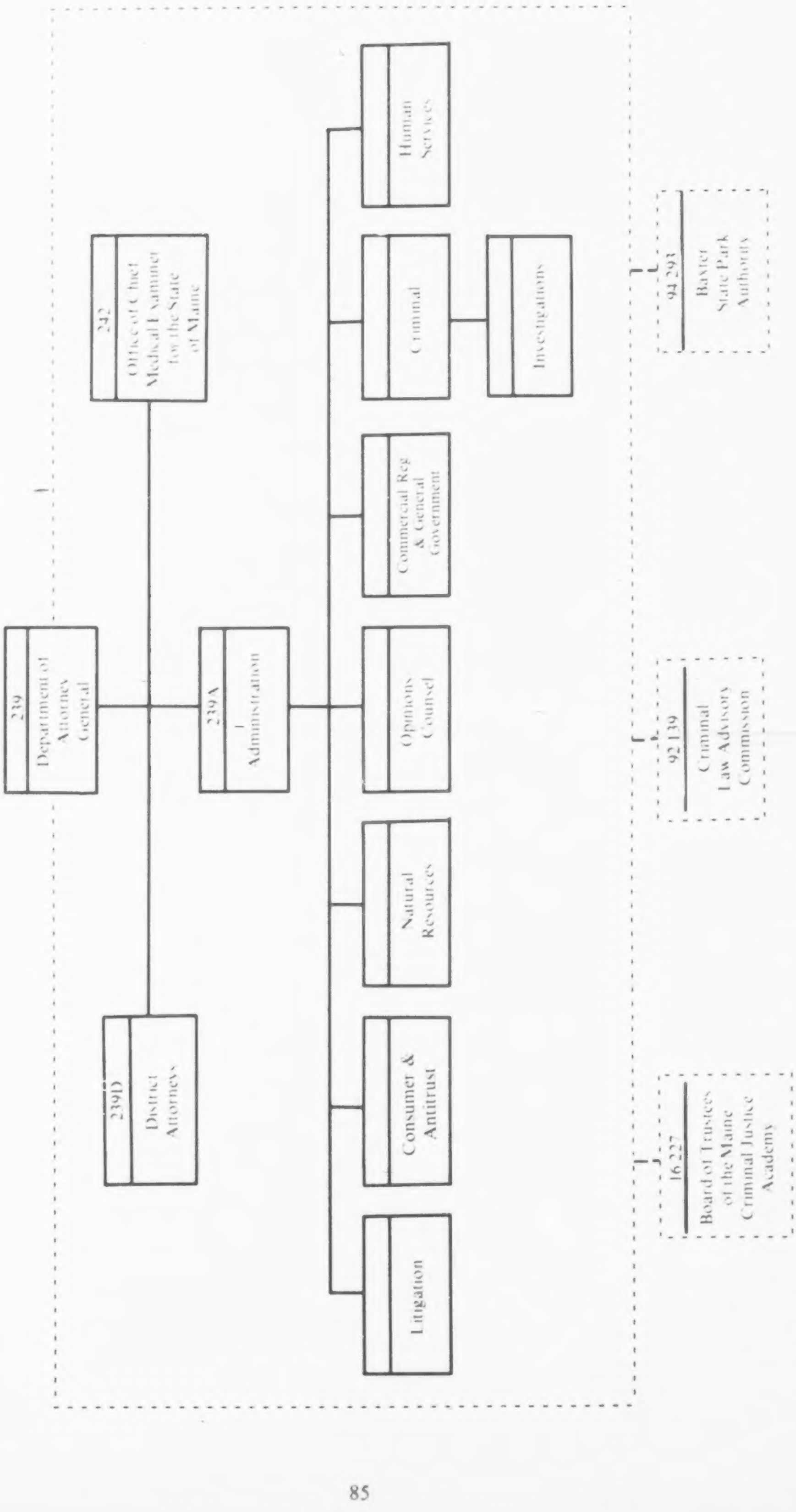
PURPOSE: The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's Chief Law Enforcement Officer and legal representative of the State. In this capacity, the Attorney General insures enforcement of Maine laws through instituting, conducting, and maintaining such actions and proceedings as the public interest may require. No State agency may appear and advocate positions before a court without the approval of the Attorney General.

The Department is authorized to (a) appear for the State, or any State agency or official, in all civil actions and proceedings in which the State is a party or interested, or in which the official acts of such officers are questioned in State or Federal courts or Federal agencies; (b) control and direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (d) issue written opinions upon questions of law submitted by the Governor, the head of a State department or agency, or by either branch of the Legislature or any member of the Legislature on legislative matters; (e) enforce due application of funds given or appropriated to public trusts and charities within the State and prevent breaches of trust in the administration thereof; (f) consult with and advise the District Attorneys in matters relating to their duties, and, in his discretion, act in place of or with them in instituting and conducting prosecutions for crime; and (g) administer and enforce the State unfair trade practices and antitrust laws.

Beyond the general purposes discussed above, the Attorney General has a wide range of duties which the Office is specifically directed to perform. Those duties include review and approval as to form and legality of all interlocal agreements, all regulations of State agencies subject to the Administrative Procedure Act, and many State contracts. The Attorney General must also review and approve write-offs of debts owed the State, participate in making investment decisions regarding the State trust funds and perform many other specific statutory functions.

The Attorney General is an ex-officio member of many State agencies, including the Baxter State Park Authority, the Judicial Council, the Criminal Law Advisory Commission, the Maine Criminal Justice Planning and Assistance Agency, and the Advisory Committees to the Supreme Judicial Court on Civil Rules and Criminal Rules.

DEPARTMENT OF ATTORNEY GENERAL
UMB 26


239
Department of Attorney General
239A
Administration
242
Office of Chief Medical Examiner for the State of Maine
239D
District Attorneys
Litigation
Consumer & Antitrust
Natural Resources
Opinions Counsel
Commercial Reg. & General Government
Criminal
Investigations
Human Services
16.227
Board of Trustees of the Maine Criminal Justice Academy
92.139
Criminal Law Advisory Commission
94.293
Baxter State Park Authority

Approved by the Bureau of the Budget

ATTORNEY GENERAL

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF ATTORNEY GENERAL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,642,509	3,928,336	395,675		318,498	
Health Benefits	207,061	172,678	15,890		18,493	
Retirement	750,259	605,661	80,189		64,409	
Other Fringe Benefits	27,168	22,363	3,006		1,799	
Computer Services—State	4,121	4,121				
Other Contractual Service	565,011	514,649	37,764		12,598	
Rents	136,860	132,072			4,788	
Commodities	53,494	51,441	642		1,411	
Grants—Subsidies—Pensions	34,217	27,807	6,410			
Equipment	45,401	35,921	1,931		7,549	
Interest—Debt Retirement	23	23	—			
Transfers to Other Funds	34,188		19,266		14,922	
TOTAL EXPENDITURES	6,500,312	5,495,072	560,773		444,467	

ORGANIZATION: The Attorney General is chosen biennially by joint ballot of both Houses of the Legislature, a manner of election unique among the 50 states. The Attorney General may appoint one or more Deputy Attorneys General, Assistant Attorneys General, Investigators, and Research Assistants. The Department of the Attorney General is organized by law, 5 M.R.S.A. c. 9, with the Attorney General as its Chief Executive.

The Department consists of 7 operating units containing anywhere from 6 to 25 Assistant Attorneys General each. Each Division is presided over by an experienced Deputy Attorney General. The Criminal Division executes the Department's criminal law responsibilities and 6 other divisions oversee aspects of the Department's civil responsibilities. The civil units are Consumer and Antitrust, Commercial Regulation and General Government, Criminal, Human Services, Litigation, Opinions/Counsel, and Natural Resources. The 7 operating units report to the Chief Deputy Attorney General who in turn reports to the Attorney General.

Supporting the professional legal staff of the Department, numbering slightly over 80 attorneys, are paralegal assistants, investigators, secretaries and clerks. The Business Office oversees the financial and personnel affairs of the Department, coordinates and oversees the work of the secretaries and clerks of the office and has been instrumental in integrating word processing technology into the operations of the State's largest law firm.

PROGRAM: The following is a description of the seven sections of the Office, along with their primary duties and their activities.

Consumer & Anti-Trust. The Consumer and Antitrust Division consists of four and one-half lawyers and enforces the State's Unfair Trade Practices Act (modeled after the Federal Trade Commission Act) and the State antitrust laws (modeled after the Federal Sherman and Clayton Acts). The Division does not represent any agencies of the state government, but proceeds on the basis of complaints from citizens or on its own initiative when it perceives violations of those statutes. The Division also enforces some criminal statutes. The Division prosecutes "white collar" crimes. Finally, the Division assists the Attorney General in discharging his common law responsibilities for the supervision and the administration of charitable trusts.

The Division staff in 1987-1988 responded to approximately 10,333 inquiries from the public requesting information or complaint mediation. Mediation and legal action resulted in approximately $459,000 in recoveries for consumers and businesses. This significant recovery resulted from lawsuits and from the volunteer mediation program. The program consists of volunteers who have agreed to mediate complaints in exchange for intensive training in consumer law by the full-time staff of the Division.

Criminal. The Criminal Division comprises 14 lawyers and is principally concerned with prosecution of offenses defined in the Maine Criminal Code. The Criminal Division has exclusive responsibility for the prosecution of all homicide cases in the State and, in addition, has concurrent prosecutorial jurisdiction with the eight popularly elected District Attorneys over other crimes. The Division handles a substantial number of appeals to the Supreme Judicial Court of Maine not only of its own criminal cases, but also on request of those of the District Attorneys. In addition, the Division represents the State in all petitions for post-conviction relief filed by convicted criminal defendants regardless of the original prosecuting agency. Finally, the Division provides other substantial services to the law enforcement community primarily directed toward keeping the law enforcement community abreast of current developments in the law.

The work of the Criminal Division has continued to expand at a steady pace paralleling the expansion of criminal procedure generally. Working with the State Police and various local police departments, the Division investigated 32 homicides which occurred during the fiscal year and continued the investigation of 53 homicides which had occurred in previous years. During the fiscal year 1987-88, 17 homicide cases were tried, 15 of which resulted in convictions. The Criminal Division conducted investigations and prosecutions in 42 task force drug cases, in addition to homicides during the fiscal year 1987-88. The Criminal Division handled a total of 48 cases on appeal to the Maine Supreme Court. Twenty-eight appeals were initiated by defendants during the year; the State initiated appeals in 4 cases, and the balance were cases carried over from previous years.

The Criminal Division was responsible for handling the paperwork in 62 closed extraditions; 33 of the 62 were fugitives sent out of state and 29 demands were made on other states to return fugitives to Maine for prosecution. Additionally, the Criminal Division handled 57 transfers of inmates pursuant to the Interstate Agreement on Detainers. There are presently 26 active extraditions.

Post-conviction habeas corpus petitions continue to be filed in large numbers. During fiscal year 1987-88, 72 cases were initiated, 111 were closed, and 127 were carried over from prior years.

Besides handling various criminal and non-criminal matters for state departments and agencies, the Criminal Division provided other unique services to various governmental bodies; for example, attorneys in the Division provided legal counsel to the Department of Public Safety, as well as representing other divisions, bureaus, and boards within state government and other state law enforcement agencies. Among other actions brought in state courts were 7 petitions for forfeiture of vehicles, weapons and other equipment used in violation of Maine's drug laws.

The Criminal Division also works with the Department of Human Services in investigating cases of fraud and abuse in the Aid to Families with Dependent Children, Medicare, and Medicaid programs. The Medicaid Fraud Control Unit, a subsection of the Criminal Division, has conducted substantial investigations and developed prosecutions throughout the State.

The Medicaid Fraud Control Unit statistics for the fiscal year include: 53 investigations; 13 criminal prosecutions and civil recovery litigation cases; overpayments identified and reported to the Department of Human Services for collection, $194,262; restitution paid to the State, $106,862; civil penalties paid to the State, $12,000; cost of investigation recovered and paid to the General Fund, $1,000.

From July 1, 1987 through June 30, 1988, 10 welfare fraud cases were referred to the Criminal Division for investigation. Criminal prosecutions for theft by deception of Aid to Families with Dependent Children benefits and food stamp coupons was initiated in 16 cases. Fourteen cases have been closed following prosecution and conviction. Three other welfare fraud referrals were not prosecuted after investigation because of insufficient evidence. Defendants convicted of welfare fraud have been sentenced to various periods of incarceration and have been ordered to pay restitution in the amount of $76,987.00. To date, $14,628.00 of the restitution ordered to be paid has been forwarded to the Department of Human Services.

In addition, members of the Criminal Division handled approximately 269 liquor law violations with the total fines recovered in this area surpassing $84,145.00.

In addition to the normal caseload and activity directly related to criminal prosecution, the Division prepared and published, with the assistance of the Maine Criminal Justice Academy, a current and extensive Law Enforcement Officers' Manual setting forth the legal principles relating to police work. Also, attorneys and investigators from the Division participated as lecturers, teachers and panelists in training programs at the Maine Criminal Justice Academy, at local police departments, and at seminars and conferences relating to criminal law and law enforcement.

Commercial Regulation and General Government. The Commercial Regulation and General Government Division comprises 16 lawyers representing the following Departments and major agencies of State Government: Taxation, Banking, Insurance, Consumer Credit Protection, Securities, Labor, Treasurer, Alcoholic Beverages, and the Secretary of State (for corporate and business regulation matters). The Division also represents 41 professional licensing boards regulating a number of licensed professions in the state including medical doctors, nurses, psychologists, accountants, architects, etc. The work of the Division is broken down into three categories: (1) defensive litigation for all of the various State Departments, Bureaus and agencies that it represents; (2) enforcement litigation and white collar crime prosecution against persons who violate the laws relating to the agencies that it represents; and (3) a large administrative law practice involving virtually all of Maine State Government.

During the past fiscal year, the Division successfully handled a number of significant matters in the areas of insurance, banking, securities, alcoholic beverages, tort claim defense, unfair labor practices, tax litigation and criminal tax prosecution. The Division also handled over 25 cases in the Maine Supreme Judicial Court as well as several hundred cases at the Superior Court, District Court and administrative levels. The Division has handled a significant number of matters before the United States Bankruptcy Court, various U.S. District Courts and the First Circuit Court of Appeals. Division attorneys also prosecuted a large number of license revocation and suspension actions against medical doctors, nurses, chiropractors, optometrists, and other licensed professionals before various agencies and the Administrative Court.

The Division also collected several hundreds of thousands of dollars in tax litigation and over one million dollars in unpaid unemployment compensation taxes, and handled the legal work for the issuance of nearly one hundred million dollars in general obligations of the State.

The Division expects that its workload will expand in most areas during the next fiscal year.

Human Services. The Human Services Division consists of twenty-five (25) lawyers who represent the Department of Human Services exclusively. This Department manages the various social, health and child welfare programs in the State, and its lawyers discharge a variety of functions ranging from prosecution of child abuse cases, the enforcement of support laws, the enforcement of health-related laws, including the licensure of nursing homes and hospital expansion, to the Medicaid and AFDC assistance programs. The legal Division also represents the Department before the Maine Health Care Finance Commission and defends tort and civil rights actions brought against the Department and its employees, as well as challenges to the decisions made by the Commissioner in such areas as granting and/or denying of licenses of health care providers, restaurants, mobile home parks and foster homes.

The Human Services Division has one of the most persistent and heaviest caseloads of any Division in the Office of the Attorney General. In fiscal year 1988, more than 3,500 cases were handled by the attorneys in the Division covering a broad range of predominantly civil matters which are alluded to above.

Litigation. This Division of six experienced trial lawyers is a resource for all litigation in the Department and directly handles tort claims against the State and those court actions either not concerning any agency or sufficiently complex to involve the litigation expertise of the Division. The Litigation Division handles a sizeable amount of major litigation independently of its coordination with other litigation efforts in the Department. Among the recent lawsuits in which the Division has been involved are the Moody Beach case involving public access to Maine beaches, several suits challenging the State's compulsory education requirements and several securities fraud cases. The Division is responsible for defending suits against the Judiciary and for defending the State in workers' compensation cases. The Litigation Division is also responsible for various affirmative litigation, examples of which are suits brought on behalf of the Maine Human Rights Commission and suits to enforce Maine's securities laws. Finally, the Division reviews all complaints and appellate briefs filed by the Attorney General's Office in civil cases.

Opinions/Counsel. This division of seven lawyers has primary responsibility for the preparation of formal opinions of the Attorney General requested by the Governor, State agencies and the Legislature. Its attorneys also represent the State Retirement System, the Department of Administration, the Department of Finance, the Department of Defense and Veterans' Services, the Department of Educational and Cultural Services, the Department of Corrections, the Department of Mental Health and Mental Retardation, and portions of the Executive Department and the Office of the Secretary of State.

Natural Resources. During the 1988 fiscal year, the Natural Resources Division consisted of 7 lawyers whose time was spent advising and representing several agencies of State Government: Department of Environmental Protection; Department of Conservation (including Land Use Regulation Commission); Department of Marine Resources; Department of Agriculture (including the Harness Racing Commission, Maine Milk Commission, Soil and Water Conservation Commission, Pesticides Control Board); Office of Energy Resources; the State Planning Office; and Department of Inland Fisheries and Wildlife.

During the 1988 fiscal year, this Division pursued more than 110 enforcement actions to judgment resulting in the imposition of more than $1,000,000 in damages, fines and civil penalties. The Division represented agencies in the State's Administrative Court, District Court, Superior Court and Supreme Judicial Court, as well as the United States District and Circuit Courts.

Noteworthy cases during the course of the year included the conclusion of virtually all legal issues surrounding the public lots negotiations; continued litigation against the Environmental Protection Agency to force it to address the problem of acid rain; recovery of hundreds of thousands of dollars under the oil pollution statutes; significant efforts in the enforcement of the Maine solid waste laws; significant participation in the legislative process in the drafting and passage of the State's laws; and the prosecution of several significant hazardous waste management rules violations.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,405,107	3,690,934	395,675		318,498	
Health Benefits	198,939	164,556	15,890		18,493	
Retirement	720,533	575,935	80,189		64,409	
Other Fringe Benefits	25,733	20,928	3,006		1,799	
Computer Services—State	4,121	4,121				
Other Contractual Service	350,971	300,609	37,764		12,598	
Rents	103,574	98,786			4,788	
Commodities	43,610	41,557	642		1,411	
Grants—Subsidies—Pensions	34,217	27,807	6,410			
Equipment	27,842	18,362	1,931		7,549	
Transfers to Other Funds	34,188		19,266		14,922	
TOTAL EXPENDITURES	5,948,835	4,943,595	560,773		444,467	

ADMINISTRATION (ATTORNEY GENERAL)

Central Office: State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239A; *Citation:* 5 M.R.S.A., Sect. 191

PROGRAM: See report for the Department of the Attorney General.

DISTRICT ATTORNEYS

JAMES E. TIERNEY, ATTORNEY GENERAL

Central Office: State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: January, 1974 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239D; *Citation:* 5 M.R.S.A., Sect. 199

Average Count—All Positions: 50 *Legislative Count:* 0

PURPOSE: The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, or to make arrests for crimes. The District Attorney for each prosecutorial district appears for each county within the district for which he/she is elected, under the direction of the County Commissioners, in all actions and other civil proceedings in which any county is a party or interested. All such actions, whether civil or criminal in which the State is a party, shall be prosecuted by him/her or under his/her direction. The District Attorney is the legal advisor to the County Commissioners.

ORGANIZATION: The State is divided into eight prosecutorial Districts each headed by a District Attorney.

District One—York—Mary Tousignant, District Attorney
District Two—Cumberland—Paul Aranson, District Attorney
District Three—Oxford, Franklin, Androscoggin—Janet T. Mills, District Attorney
District Four—Kennebec, Somerset—David W. Crook, District Attorney
District Five—Penobscot, Piscataquis—R. Christopher Almy, District Attorney

District Six—Sagadahoc, Knox, Lincoln, Waldo—William R. Anderson, District Attorney
District Seven—Hancock, Washington—Michael E. Povich, District Attorney
District Eight—Aroostook—John D. McElwee, District Attorney

FINANCES, FISCAL YEAR 1988: All the District Attorneys and Assistant District Attorneys receive their salaries and benefits paid from the State Treasury from funds appropriated to the Attorney General for this purpose.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

Central Office: Fuller Road, Augusta *Telephone:* 289-2993
Mail Address: Statehouse Sta. #37, Augusta, Maine 04333

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 242; *Citation:* 22 M.R.S.A., Sect. 3022 §30

Average Count—All Positions: 5 *Legislative Count:* 6

PURPOSE: The Office of the Chief Medical Examiner is headed by the Chief Medical Examiner, who is appointed by the Governor for a term of seven years. Through its staff, it is empowered to combine the functions of the coroner's physician and coroner in that it is responsible for determining the cause of death by medical examination and laboratory testing and the manner of death by inquiry in all deaths that cannot be certified by private physicians. Medical examiner cases include death due to trauma or poisoning or occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner must assume responsibility for such cases.

The Medical Examiners that serve the office are appointed by the Chief Medical Examiner, take a constitutional oath of office, serve for a statutory fee or a per case basis and are responsible for determining the cause, manner, circumstances, place, date and time of death, and the identity of the deceased and for procuring evidence from the person of the deceased for the investigative purposes of other agencies and/or legal proceedings. This is accomplished through the process of inquiry, investigation, physical examination, autopsy and other laboratory studies as needed to the end of certifying such deaths. The Medical Examiner reports are filed centrally and are intended for legal and vital records purposes.

PROGRAM: In calendar year 1987, 1,852 deaths were reported: 1,107 were accepted as medical examiner cases, 293 autopsies were performed, 419 scene visits were made, 476 alcohol tests were ordered and 143 cases had additional toxicology. Approximately 33 deaths were classified as homicide; 173 as suicide; 246 as motor vehicle accidents; 141 as other accidents. The rest were natural, undetermined, disturbed graves or animal remains.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	237,402	237,402				
Health Benefits	8,122	8,122				
Retirement	29,726	29,726				
Other Fringe Benefits	1,435	1,435				
Other Contractual Service	214,040	214,040				
Rents	33,286	33,286				
Commodities	9,884	9,884				
Equipment	17,559	17,559				
Interest—Debt Retirement	23	23				
TOTAL EXPENDITURES	551,477	551,477				

DEPARTMENT OF AUDIT

RODNEY L. SCRIBNER, CPA, STATE AUDITOR
ROBERT G. REDMAN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1907 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244; *Citation:* 5 M.R.S.A., Sect. 241

Average Count—All Positions: 54 *Legislative Count:* 37

Organizational Units:
Departmental Bureau
Municipal Bureau

PURPOSE: The Department of Audit was established to provide post audits of all accounts and other financial records of the State government or any department or agency thereof, and to report annually on this audit and at such times as the Legislature may require. The Department is authorized to install accounting systems and to perform post-audits for counties, District Courts, municipalities, court clerks and probation officers; to perform post-audits for the Maine Forestry District; to serve as a staff agency to the Legislature or any of its committees, or to the Governor in making investigations of any phase of the State's finances, and to investigate and report incidents of alleged fraud, attempted fraud, commingling or misapplication in connection with but not limited to handling of funds of the State; to review and study departmental budgets and capital programs for better and efficient management of the State government; to review and study expenditures of the dedicated funds of independent boards and commissions, and to report its findings, with recommendations, on any review or study to the Legislature.

The State Auditor is authorized to serve as a staff agency to the Commission on Governmental Ethics and Election Practices in making investigations of any phase of the Commission's work and has all necessary powers to carry out his responsibilities.

ORGANIZATION: The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters requiring payment from the State Treasury, and in 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years.

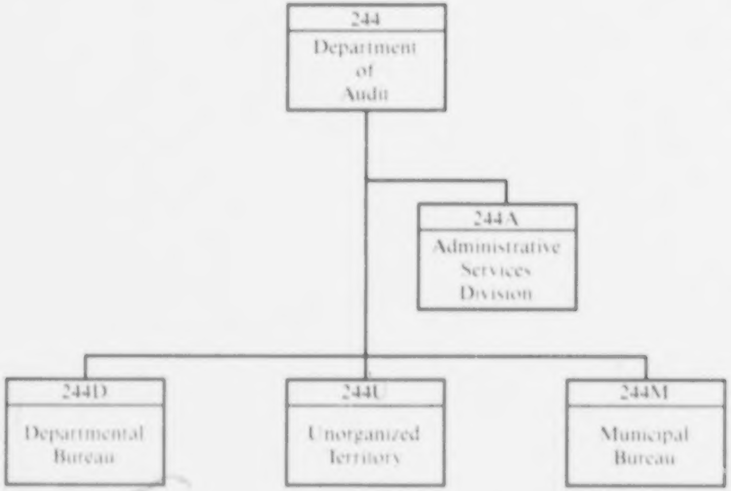
In January, 1945, a reorganization of departmental auditing procedures was undertaken. The position of Deputy Auditor was established, and the "resident-auditor plan" under which individual auditors were permanently assigned to certain departments to make a continuous post-audit of books and records, was eliminated. At present, one or more auditors are assigned to specific jobs as scheduled, and work is done periodically rather than by the resident-auditor plan. The use of an audit certificate was introduced and is included in each report of audit to a department, agency, municipality, institution, etc.

PROGRAM: The program of the Department is implemented through its Bureaus and Divisions.

PUBLICATIONS:
State Auditors Annual Report

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Departmental Bureau.

DEPARTMENT OF AUDIT
UMB 27


244
Department of Audit
244A
Administrative Services Division
244D
Departmental Bureau
244U
Unorganized Territory
244M
Municipal Bureau

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,155,231	887,484	267,747			
Health Benefits	63,941	47,173	16,768			
Retirement	215,847	164,909	50,938			
Other Fringe Benefits	7,334	5,628	1,706			
Computer Services—State	14,117	14,117				
Other Contractual Service	116,883	62,747	54,136			
Rents	503	428	75			
Commodities	17,357	16,866	491			
Equipment	10,260	10,260				
Transfers to Other Funds	18,286		18,286			
TOTAL EXPENDITURES	1,619,759	1,209,612	410,147			

ADMINISTRATIVE SERVICES DIVISION (AUDIT)

ROBERT G. REDMAN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244A; *Citation:* 5 M.R.S.A., Sect. 242
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The purpose of the Administrative Services Division is to perform postaudits of all accounts and financial records of the 16 Superior Courts, 33 District Courts and the Administrative Court. Legislation mandates that the cost of the audits of the various courts will be borne by the General Fund. Chapter 711, Public Laws of 1980, provided funds for 2 positions and related expenses and Chapter 463, Public Laws of 1981 and Chapter 477, Public Laws of 1983, allowed an additional position and related expenses respectively to audit the courts.

ORGANIZATION: The Administrative Services Division is headed by the Deputy State Auditor. Authorized personnel in the division total 8, consisting of the State Auditor, one Director of Planning and Training, one Business Manager, one Auditor III, two Auditors II and one Auditor I.

PROGRAM: Court audits scheduled for completion during the 1987-88 fiscal year consist of 3 complete counties, the administrative court and 3 separate district courts for a total of 3 superior courts, 11 district courts and the administrative court. The major goal of this division is to reach an annual post-audit of all courts in the court system.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $148,344 in FY 88 and are, by administrative decision, included with those of Departmental Bureau.

DEPARTMENTAL BUREAU (AUDIT)

ROBERT A. PARADIS, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244D; *Citation:* 5 M.R.S.A., Sect. 243
Average Count—All Positions: 27 *Legislative Count:* 35

PURPOSE: The purpose of the Departmental Bureau is to perform post-audits of accounts and other financial records of Maine State Government and report on these audits.

ORGANIZATION: The Departmental Bureau is headed by a Director. Authorized personnel in the bureau total 27, including two Assistant Directors, seven Auditor III's, eight Auditor II's and nine Auditor I's.

PROGRAM: The major goal of this bureau is to have the annual post-audits completed within six months of the fiscal year-end closing. Audits scheduled for FY 88 totaled 101; however, due to the Federal Single Audit Act of 1984, there will be approximately 70 audit reports issued.

The 101 audits consisted of a Statewide Single Audit, and audits of 36 departments, bureaus, agencies and/or commissions, 12 institutions, 36 examining boards and 16 public administrators.

PUBLICATIONS:
State Auditors' Annual Report

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	841,025	841,025				
Health Benefits	44,914	44,914				
Retirement	156,486	156,486				
Other Fringe Benefits	5,304	5,304				
Computer Services—State	14,117	14,117				
Other Contractual Service	56,131	56,131				
Rents	428	428				
Commodities	16,866	16,866				
Equipment	10,260	10,260				
TOTAL EXPENDITURES	1,145,531	1,145,531				

MUNICIPAL BUREAU (AUDIT)

MAURICE R. DUBOIS, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1907 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244M; *Citation:* 5 M.R.S.A., Sect. 243

Average Count—All Positions: 17 *Legislative Count:* 0

PURPOSE: The purpose of the Municipal Bureau is to conduct audits of counties, cities and towns, school administrative districts and other quasi-municipal corporations upon request.

ORGANIZATION: The Municipal Bureau is headed by a Director. Authorized personnel in the bureau total 17, consisting of 1 director, 5 Auditor III's, 3 Auditor II's, 4 Auditor I's and 4 clerical staff.

PROGRAM: The statutes provide that each municipality and quasi-municipal corporation shall have an annual post-audit made of its accounts, covering the last complete fiscal year, by the State Department of Audit or by a qualified public accountant. Upon request, the municipal bureau is expected to audit 80 municipalities and municipal districts, 31 school districts and 34 special audits for the fiscal year ending June 30, 1988. The statutes also provided that each county shall have an annual post-audit made of its accounts by either the State Department of Audit or by a certified public accountant selected by the county commissioners. It is expected that the municipal bureau will audit 12 counties during the fiscal year.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	267,747		267,747			
Health Benefits	16,768		16,768			
Retirement	50,938		50,938			
Other Fringe Benefits	1,706		1,706			
Other Contractual Service	54,136		54,136			
Rents	75		75			
Commodities	491		491			
Transfers to Other Funds	18,286		18,286			
TOTAL EXPENDITURES	410,147		410,147			

UNORGANIZED TERRITORY (AUDIT)

JOSEPH M. PLOURDE, FISCAL ADMINISTRATOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1985

Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244U; *Citation:* 5 M.R.S.A., Sect. 246

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The purpose of the Fiscal Administrator is to provide assistance to the state and/or county agencies which request funds from the unorganized territories.

PROGRAM: The major goal of this office is to review the budgets and expenditures of all state and/or county service providers and report to the joint standing committee of the Legislature having jurisdiction over taxation. It is expected the administrator will assist and/or review the 4 state agencies and 9 counties which provide services in the unorganized territory.

PUBLICATIONS: Annual Unorganized Territory Financial Report

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC System.

UNORGANIZED TERRITORY (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	46,459	46,459				
Health Benefits	2,259	2,259				
Retirement	8,423	8,423				
Other Fringe Benefits	324	324				
Other Contractual Service	6,616	6,616				
TOTAL EXPENDITURES	64,081	64,081				

BAXTER STATE PARK AUTHORITY

JAMES E. TIERNEY, CHAIRMAN
IRVIN C. CAVERLY, JR., DIRECTOR

Central Office: 64 Balsam Drive, Millinocket, ME *Telephone:* 723-9616
Mail Address: 64 Balsam Drive, Millinocket, ME 04462

Established: 1933 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 293; *Citation:* 12 M.R.S.A., Sect. 901

Average Count—All Positions: 21 *Legislative Count:* 0

PURPOSE: The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Pervical P. Baxter, that this park "*. . . shall forever be retained and used for state forest, public park and public recreational purposes . . . shall forever be kept and remain in the natural wild state . . . shall forever be kept and remain as a sanctuary for beasts and birds.*"

The primary responsibilities of the authority are to operate and maintain various campgrounds and campsites within the 201,018 acre wilderness park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to receive and expend monies from the trusts and other income for maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the park, monuments, and structures thereon and for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 201,018 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name "State", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park and in the exercise of all Trust obligations.

Operation of the park is financed in part from use fees, entrance fees, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient, as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs, except road maintenance.

Responsibility for the operation of Baxter State Park is delegated from the Authority to the Park Director who supervises the managers of the following divisions: Administrative; Forestry, and Park Operations.

PROGRAM: Baxter State Park, being a wilderness area, has many problems unique to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area, and the responsibility for lost persons. The park encompasses 201,018 acres with campgrounds, outlying sites, group areas, and cabins. These overnight facilities have a daily capacity of 1,024 for the 1987 season with a potential seasonal capacity of 153,684. Actual capacity used will average around 50% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

The following use statistics are presented on a calendar year basis in order to better reflect a full seasons operation:

BAXTER STATE PARK

Statistical Use Information:	**1987**	**1986**	**1985**	**1984**	**1983**
SUMMER SEASON (5-15—10-15)					
USE—BY TYPE:					
Day Use	45,980	41,589	40,613	41,727	38,137
Transient	13,013	12,267	10,501	8,903	9,923
Camper	22,290	20,415	21,033	18,819	20,975
Lodge Guests	744	767	666	726	449
TOTAL PEOPLE	82,027	75,038	72,813	70,175	69,484
MISCELLANEOUS:					
Camper Days	59,441	53,776	56,627	54,808	57,814
Average Stay (Days)	2.67	2.63	2.69	2.9	2.40
Number of Vehicles	29,348	26,674	24,966	23,450	24,110
Recreational Visitor Days	118,429	107,632	107,741	105,438	105,874

WINTER SEASON (12-1—4-1)	**1987/88**	**1986/87**	**1985/86**	**1984/85**	**1983/84**
USE—BY TYPE:					
Day Use	1,448	1,200	1,126	1,573	977
Campers	1,622	459	810	439	1,549
TOTAL PEOPLE	3,070	1,659	1,936	2,012	2,526
MISCELLANEOUS:					
Technical Climbing	802	436	585	1,026	867
General Climbers	820	483	818	548	682
CAMPER DAY TOTAL	1,622	919	1,403	1,574	1,549
Skiing/Snowshoeing	617	32	26	207	77
Snowmobiling	831	1,168	1,100	1,366	900
DAY USE TOTAL	1,448	1,200	1,126	1,573	977
Recreational Visitor Days	3,070	2,119	2,529	4,721	4,075

Financial Information:	**1987/88**	**1986/87**	**1985/86**	**1984/85**	**1983**
REVENUE:					
Net from Operations	$ 348,404	$ 285,288	$ 284,335	$267,447	$263,475
Trust Fund	860,000	770,000	635,028	495,000	500,000
Miscellaneous	14,186	11,729	11,752	10,713	17,485
Forestry	2,854	(2,758)	156,773	61,817	4,726
TOTAL	$1,225,444	$1,064,259	$1,087,888	$834,977	$785,686
EXPENDITURES:					
Personal Services	$ 733,488	$ 665,812	$ 617,734	$569,007	$546,760
All Other	371,416	294,099	266,299	225,612	$246,216
Capital	116,460	35,757	214,084	31,067	43,769
TOTAL	$1,221,364	$ 995,668	$1,098,117	$825,686	$836,745

LICENSES, PERMITS, ETC.:

Licenses:

The Baxter State Park Authority is authorized to issue non-resident fishing licenses on behalf of the Department of Inland Fisheries and Wildlife.

Permits:

The Baxter State Park Authority authorizes the issuance of Entrance Permits for day use, overnight use, and seasonal use. The Authority also authorizes the issuance of advance reservations for all overnight facilities in Baxter State Park.

Certificates:

The Baxter State Park Authority authorizes the award of certificates of appreciation for volunteers who provide services to Baxter State Park.

BAXTER STATE PARK

Contracts:

The Baxter State Park Authority issues contracts for the following services: Operation of Daicey Pond and Kidney Pond Campgrounds, Rubbish Removal and Janitorial. Search and Rescue services are provided by Maine Dept. of Inland Fisheries and Wildlife.

PUBLICATIONS:

1	Baxter State Park Hiking Guide	$ .50
2	Baxter State Park Guide	.50
3	DELORME Map	4.15
4	Guide to Baxter State Park and Katahdin by Stephen Clark	9.40
5	Clark Map	4.15
6	Patches	3.00
7	Behold the Mountain	5.20
8	At Timberline: A Nature Guide to the Mountains of the Northeast	14.65
9	Maine Mountain Guide, AMC	10.45
10	Allagash and St. John Map	4.15
11	Appalachian Trail Map (large Poster Map, Maine to Georgia)	4.75
12	Guide to the Appalachian Trail in Maine	15.25
13	Map #1	2.65
14	Map #2	2.65
15	Map #3	2.65
16	Topographic Maps	2.00
17	Animal Tracks	.25
18	Don't Die on the Mountain (Safety)	1.65
19	Eastern Birds of Prey	7.30
20	Frostbite (Safety)	1.65
21	Katahdin Skylines and Geology	7.30
22	Maine Atlas	10.45
23	Mountain Flowers of New England	6.85
24	River Guide, AMC	8.35
25	Track Finder	1.60
26	Legacy of a Lifetime	16.80
27	Decal	1.00
28	Remote Trout Pond	8.35
29	Guide to Cross-Country Skiing	9.40
30	Pocket Guide to the Maine Outdoors	10.45
31	Spring Wildflowers	11.50
32	Summer and Fall Wildflowers	11.50
33	Trees and Shrubs	14.65

(All prices include tax)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	583,776		583,776			
Health Benefits	39,884		39,884			
Retirement	104,111		104,111			
Other Fringe Benefits	5,715		5,715			
Other Contractual Service	265,371		265,371			
Rents	2,227		2,227			
Commodities	78,835		78,835			
Buildings and Improvement	20,389		20,389			
Equipment	96,071		96,071			
Interest—Debt Retirement	568		568			
Transfers to Other Funds	24,419		24,419			
TOTAL EXPENDITURES	1,221,366		1,221,366			

MAINE BLUEBERRY COMMISSION

DELMONT N. MERRILL, CHAIRMAN
EDWARD J. McLAUGHLIN, Executive Director

Central Office: Coburn Hall, Univ. of Me., Orono *Telephone:* 581-1475
Mail Address: Coburn Hall, Univ. of Me., Orono, Maine 04469

Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 294; *Citation:* 36 M.R.S.A., Sect. 4312-B

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: In 1945, the blueberry industry of the state requested the Legislature to establish an industry tax to generate dedicated revenue to be used for the purpose of research and extension programs relating to the production and marketing of blueberries. Over the years, this tax has been increased for the purpose of advertising and promoting the use of blueberries. The Blueberry Commission has the responsibility for allocation and administration of blueberry tax funds. Currently the tax is at the rate of ½ cent per pound from blueberry growers and ½ cent from processors or shippers for a total of 1¢ per pound of blueberries produced or processed in the state.

ORGANIZATION: Legislation passed in 1984 provided that the Blueberry Commission consist of eight members appointed by the Commissioner of Agriculture, Food, and Rural Resources. The Commission elects a chairman from among its members and employs an executive director to handle the administrative responsibilities of the blueberry tax programs.

This legislation also provides for a Blueberry Advisory Committee of seven members who are appointed by the Blueberry Commission. The Advisory Committee works with the University of Maine to develop research and extension programs to serve the interests of the blueberry industry.

PROGRAM: The 1984 legislation provides that blueberry tax revenue be allocated as follows: 30% for research and extension programs at the University of Maine; 25% for market development and promotion; no more than 15% for administration; and the balance of funds to be used for research or promotion as may be determined by the Commission.

Most of the research and all of the extension activities are programmed through the Maine Agricultural Experiment Station and the Cooperative Extension Service at the University of Maine. The Experiment Station maintains a research farm known as Blueberry Hill in the town of Jonesboro. In recent years, and largely due to new technology generated through the Agricultural Experiment Station, the production of blueberries in Maine has approximately doubled from a 5-year average of 19 million pounds prior to 1981 to a 5-year average of 38 million pounds in 1987.

Market development and promotion activities are carried out primarily through the allocation of funds to two trade organizations: The Wild Blueberry Association of North America (WBANA), and the North American Blueberry Council (NABC). These organizations conduct blueberry promotions for the export market as well as national advertising for the domestic markets. Special emphasis is given to the food service trade such as restaurants, bakeries, and lunch programs.

Other activities funded by the Commission include a direct mail campaign with Maine restaurants and exhibits at trade shows, fairs, and shopping malls. Some activities are carried out in cooperation with the Bureau of Marketing in the Department of Agriculture, Food and Rural Resources.

Faced with large production increases, both in Maine and other blueberry producing areas, the promotional programs funded by the Blueberry Commission have been a major factor in marketing blueberries commensurate with the increased production.

PUBLICATIONS: Bulletins and Newsletters published by the Maine Agricultural Experiment Station and the Cooperative Extension Service at the University of Maine, Orono, Maine.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	28,941		28,941			
Health Benefits	1,180		1,180			
Retirement	6,419		6,419			
Other Fringe Benefits	518		518			
Other Contractual Service	10,881		10,881			
Commodities	3,803		3,803			
Grants—Subsidies—Pensions	544,784		544,784			
Transfers to Other Funds	5,936		5,936			
TOTAL EXPENDITURES	602,462		602,462			

BLUEBERRY ADVISORY COMMITTEE

CARY NASH, CHAIRMAN

Central Office: Coburn Hall, UMO, Orono *Telephone:* 581-1475
Mail Address: Coburn Hall, UMO, Orono, Maine 04469

Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 426; *Citation:* 36 M.R.S.A., Sect. 4312

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Blueberry Advisory Committee was originally constituted in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplemental funds for research and extension programs at the University of Maine.

The function of the Advisory Committee was to work with the Director of the Maine Agricultural Experiment Station and the Director of the Cooperative Extension Service in an advisory capacity. While the function of the Committee remains essentially the same, legislation enacted in 1984 changed the status of the Committee by having the committee members appointed by the Maine Blueberry Commission instead of by the University of Maine. In 1985 legislation was passed to delete the words "University of Maine" from the name of the Blueberry Advisory Committee. In essence the Blueberry Advisory Committee is a standing Committee of the Blueberry Commission and reports to the Commission.

ORGANIZATION: The Blueberry Advisory Committee consists of seven members who serve staggered terms of four years. Members of the Advisory Committee may not be reappointed for successive terms. Committee members elect their own chairman and meetings are scheduled in conjunction with the Directors of the Maine Agricultural Experiment Station and the Cooperative Extension Service. The Blueberry Commission has also designated the Executive Director of the Commission to act as an ex-officio member of the Advisory Committee.

PROGRAM: Activities and program are included with the report of the Maine Blueberry Commission.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

CANCER PREVENTION AND CONTROL ADVISORY COMMITTEE

DONALD MAGIONCALDA, MD., Committee Chairperson

Central Office: c/o Bureau of Health *Telephone:* 289-5180 or 289-3591
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: July 10, 1987

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 511; *Citation:* 22 M.R.S.A., Sec. 1405

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Cancer Prevention and Control Advisory Committee, established by Title 5, Section 12004, Subsection 10, consists of a committee of representatives to serve as an Advisory body to the Department of Human Services on the operation of the Cancer Registry Program and on the development and maintenance of a coordinated statewide approach to cancer prevention and control.

ORGANIZATION: The Committee is composed of not less than 14 members, one-half of whom are appointed by the Governor and one-half of whom are appointed jointly by the President of the Senate and the Speaker of the House. Members shall include individuals with training and experience in the following fields: medicine, M.D. or D.O.; oncology; medical and biological sciences; hospital administration; nursing; medical records administration; hospital tumor registry operations; health promotion and education; epidemiology; and biometry.

PROGRAM: The Cancer Prevention and Control Advisory Committee meets every other month in Augusta to (a) review and approve requests for information from the Cancer Registry Program's data base from outside the Department of Human Services and advise the Department of Human Services on the Cancer Registry operation, and (b) advise the Department of Human Services on the development and maintenance of a coordinated statewide approach to cancer prevention and control.

The Committee has several subcommittees including:

- Cancer Registry Program Subcommittee;
- Annual Cancer Conference Planning Subcommittee;
- Peer Review and Special Studies Subcommittee;
- Subcommittee for Recommendations on Statewide Approach to Cancer Prevention and Control.

The Committee submitted two recommendations to the Commissioner of Human Services: I. Creation of a Governor's Commission on Non-Smoking in Maine to reduce the serious health and economic consequences of tobacco use in Maine, and II., a Governor's Consensus Conference on Cancer Screening and Detection to develop a series of recommendations in order of priority for action to be taken to provide the best use of Maine's resources in addressing current gaps in screening for breast, cervical and colon cancer. The Blaine House Conference on Cancer Screening and Detection will take place in September, 1988.

Committee staffed by the Bureau of Health.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Health.

COMMITTEE FOR THE INTERDEPARTMENTAL COORDINATION OF SERVICES TO CHILDREN AND FAMILIES

ROLLIN IVES, COMMISSIONER, D.H.S., Chairman
EVE BITHER, COMMISSIONER, D.E.C.S, Chair pro tem

Central Office: State Office Bldg. (MH & MR) *Telephone:* 289-4202
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: February 1, 1988

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 508; *Citation:* 34B M.R.S.A., Sec. 1214

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: This statute formally established the Committee for the Interdepartmental Coordination of Services to Children and Families, which had been in operation since 1978. The Committee comprises the Commissioners of the Departments of Corrections, Educational and Cultural Services, Human Services and Mental Health and Mental Retardation. The purpose of the Committee is to ensure the coordination of policies and programs for Maine children and families. This statute further authorized the Department of Mental Health and Mental Retardation to accept funds on behalf of the Committee, and to expend such funds for purposes consistent with the purpose and goals of the Committee.

PROGRAM: The Committee for the Interdepartmental Coordination of Services for Children and Families meets every other month to discuss and act on State policy issues relative to children and families. An organizational chart identifying the reporting structure for four major policy areas was approved during FY 88. Additionally, the Committee has developed an administrative framework to ensure effective coordination and collaboration. The enabling legislation identified three goals for the Committee:

A. To encourage a statewide system of coordinated services, which are responsive to the current needs of children and families and which are delivered by a partnership of public, private and nonprofit state level and community based agencies, and to promote access to services by all children and their families who are in need of these services;
B. To evaluate on a continuing basis the allocation of resources to ensure the availability of quality services delivered in a coordinated and efficient manner that is consistent with the needs of children and families; and
C. To continue the development of a comprehensive and coordinated approach to initiation and revision of policy affecting services to children and families.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Mental Health & Mental Retardation.

CHILDREN'S RESIDENTIAL TREATMENT COMMITTEE

Central Office: State Office Bldg., (MH&MR), Augusta; *Floor:* 4 *Telephone:* 289-4202
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 484; *Citation:* 22 M.R.S.A., Sect. 8151

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Children's Residential Treatment Committee is an interdepartmental committee established to develop and coordinate the State's role in contracting for the placement of children in need of treatment in residential treatment centers.

ORGANIZATION: The Committee is composed of the Commissioner of Educational and Cultural Services; the Commissioner of Human Services; the Commissioner of Mental Health and Mental Retardation and the Commissioner of Corrections or their designees.

PROGRAM: The statute authorizing the Children's Residential Treatment Committee was amended by the First Regular Session of the Maine Legislature. The Committee is responsible to develop overall state policies for placement of children in need of treatment in residential treatment centers. The Committee is charged to develop a plan to implement those policies and determine the number of children who need residential treatment services. The committee has worked in conjunction with the Residential Treatment Centers Advisory Group to develop a needs assessment format and rate setting regulations and contract procedures. The Committee recommends to the four departments a coordinated approach to residential treatment rate setting, contract development and program management.

PUBLICATIONS:

Regulations Relating to Rate Determination and Contract Development for Children Placed in Residential Treatment Centers. (free)

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

BOARD OF THE MAINE CHILDREN'S TRUST FUND

RAYMOND COOK, EXECUTIVE DIRECTOR

Central Office: 160 Capitol St., Augusta *Telephone:* 289-2044
Mail Address: 160 Capitol St., Augusta, Maine 04330
Established: September 19, 1985
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 175; *Citation:* 22 M.R.S.A., Section 4083
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Children's Trust Fund is to provide a mechanism for voluntary contributions by Maine taxpayers through an income tax checkoff for funding of programs designed to prevent abuse, neglect and mental illness among Maine children. This funding is intended primarily to support local prevention programs which do not duplicate other state-funded programs.

ORGANIZATION: The Board of the Maine Children's Trust Fund shall consist of 9 public members appointed by the Governor for terms of 3 years, except of those first appointed, 3 shall be appointed for a term of 3 years, 3 shall be appointed for a term of 2 years and 3 shall be appointed for a term of one year. The public members shall, as far as practicable, be representative of the following groups: parents; business and labor; the legal community; the religious community; and providers of child abuse and neglect prevention services. The Governor shall annually appoint one of the public members to serve as chairman.

PROGRAM: The Board of the Maine Children's Trust Fund shall: 1) develop a state plan for the distribution of money in the fund and distribute money in accordance with the plan; 2) provide for the coordination and exchange of information on the establishment and maintenance of prevention programs; 3) develop rules and publicize criteria for awarding grants to eligible organizations; 4) review applications for grants and approve applications which it considers best addresses the purposes of the fund; 5) review, approve and monitor the expenditure of grants awarded; and, 6) provide state-wide education and public information to develop public awareness concerning child abuse, neglect and mental illness.

The Maine Children's Trust Fund developed and published its Rules for Grant Making and its first Request For Proposals in the Fall of 1987. Top priority was assigned to the funding of programs which provide for the **primary** prevention of abuse, neglect and mental illness among Maine children. The Board of the Maine Children's Trust Fund used the definition of primary prevention developed by the National Committee for the Prevention of Child Abuse:

> Primary Prevention is taking measures to keep child abuse from happening **before it has ever occurred.** The key aspects of primary prevention efforts are as follows:
> — It is offered to all members of a population;
> — It is voluntary;
> — It attempts to influence societal forces which impact on parents and children; and
> — It seeks to promote positive family functioning rather than to just prevent problems.

Forty-eight proposals, requesting over $111,000, were received. Twenty-three programs were awarded grants in amounts ranging from $677 to $2,900. In addition, each of Maine's sixteen county child abuse and neglect councils was awarded a grant of $300 to conduct public awareness and public education activities in its county. The total of all awards was $45,476, with $25,000 of that amount coming from the Federal Child Abuse Prevention Challenge Grant and $20,476 from the Maine Children's Trust Fund checkoff on the state income tax form.

The services provided by these programs will address a wide range of prevention needs for Maine's children. Parent support services such as support groups, drop-in centers and a resource library were funded in four counties (Cumberland, Oxford, Sagadahoc, York). Personal safety curricula involving students, teachers and parents were funded in seven counties (Androscoggin, Aroostook, Cumberland, Franklin, Hancock, Oxford, Penobscot). In four counties new parent education/training programs were funded (Aroostook, Cumberland, Kennebec, Washington). Programs to initiate or expand before and after-school child care were funded in two counties (Androscoggin, Cumberland). Two programs in which school-children will study the issues of child abuse and create messages on video tape and posters to educate the public and other students were funded in Androscoggin and Waldo counties. Finally, one award was made for a self-esteem building summer camp for children in six towns in Piscataquis County, and one award was made for a state-wide, skill-building conference for pre-teens and young teens.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF THE MAINE CHILDREN'S TRUST FUND	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	29,238		29,238			
Health Benefits	1,945		1,945			
Retirement	6,485		6,485			
Other Fringe Benefits	540		540			
Other Contractual Service	7,075		7,075			
Rents	3,645		3,645			
Commodities	10		10			
Grants—Subsidies—Pensions	5,381		5,381			
Transfers to Other Funds	620		620			
TOTAL EXPENDITURES	69,939		69,939			

MAINE ADVISORY COMMITTEE ON CHILDREN WITH SPECIAL NEEDS

JANE WEIL, CHAIRPERSON

Central Office: Room 411, State Office Building, Augusta *Telephone:* 289-4250
Mail Address: Statehouse Station #40, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 482; *Citation:* 34B M.R.S.A., 6241

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To act in an advisory capacity to the Commissioner of the Department of Mental Health and Mental Retardation, and to the Director of the Bureau of Children with Special Needs, in assessing programs, planning future activities and developing the means to meet the needs of children in need of treatment and their families.

ORGANIZATION: The committee shall consist of 15 members appointed by the Governor, with due consideration given in the appointments to including parents or relatives of children in need of treatment, providers of service to these children and representatives of state agencies concerned with children.

The chairperson is named by the Governor and members shall serve for staggered three year terms.

PROGRAM: The committee meets monthly. During the past year, the Committee assisted and advised the Commissioner in the hiring of the Bureau Director; reviewed programs and legislation significantly impacting children in need of treatment and their families, and provided programmatic and fiscal advice to the Department as well as other state and national bodies; and assisted in the development of a biennial plan for children with special needs. Currently the Committee is focussing on identifying strategies to recruit and retain, particularly in rural areas, children's services professional staff; as well as the current distribution, cost and effectiveness of children's mental health services. Additional long range goals and objectives are currently under development.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $4,000 in FY 88 and are, by administrative decision, included with those of Bureau of Children with Special Needs.

CITIZENS' FORESTRY ADVISORY COUNCIL

HOWARD SPENCER, CHAIRMAN

Central Office: Augusta *Telephone:* 289-4906
Mail Address: Statehouse Station #22, Augusta, Maine 04333
Established: September 19, 1985
Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 177; *Citation:* 12 M.R.S.A., Section 5101B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Citizens' Forestry Advisory Council was created to advise the Commissioner of Conservation on all aspects of the Forests For the Future Program, and to review all interim and final products of the program. The CFAC serves as the link between the public and the Forests For the Future Program.

ORGANIZATION: The seven members of the Council are appointed to five-year terms by the Governor and approved by the Legislature. A chairman is elected by the Council.

PROGRAM: The Citizens' Forestry Advisory Council meets periodically to review documents, discuss issues, and to gather public input. During fiscal year 1988 the Council held six business meetings to review reports and other work efforts of the Forests for the Future Program. In January 1988, the Forest for the Future Report was submitted to the Governor, the Legislature and the people of Maine. Since January the Council has participated in the discussion of forest practices legislation and wildlife management.

PUBLICATIONS:

Forests for the Future Program—Creating a Forest Policy for the State of Maine. Brochure. Free. Available on request.

Annual Progress Report for the Forests for the Future Program and the Citizens' Forestry Advisory Council. Free. Available on request.

The Forests of Maine—Yesterday, Today, Tomorrow. Information Digest on the forests of Maine. Free. Available on request.

Report on the Demand for Forest Products in Maine. Free. Available on request.

Forest for the Future—A Report on Maine's Forest to the Legislature, the Governor and the People of Maine. Free. Available on request.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

CIVIL AIR PATROL

COLONEL DAVID J. BRAUN, WING COMMANDER
CAPTAIN HENRY CROCKER, Vice Commander

Central Office: Naval Reserve Center, Augusta; *Floor:* 2 *Telephone:* 207-622-7722
Mail Address: P.O. Box 122, Bath, Maine 04530

Established: 1941 *Sunset Review:* Not Established

Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 238; *Citation:* 6 M.R.S.A., Sect. 301

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:
A. Wing Headquarters—Augusta, Maine
B. Subordinate Units:
1. Auburn Composite Squadron—Auburn
2. Augusta-Gardiner Composite Squadron—Augusta
3. Bangor-Brewer Composite Squadron—Bangor
4. Mid-Coast Composite Squadron—Wiscasset
5. Caribou Composite Squadron—Caribou
6. Dexter Senior Squadron—Dexter
7. Down-East Patrol Composite Squadron—Ellsworth
8. Cumberland County Composite Squadron—South Portland
9. Liberty Cadet Squadron—Berwick
10. Pinetree Senior Squadron—Auburn
11. Waterville Composite Squadron—Waterville
12. St. Croix Composite Squadron—Calais
13. Eastport Composite Squadron—Eastport

PURPOSE: The Civil Air Patrol (CAP) provides an organization to aid United States citizens through the voluntary contribution of their efforts, services and resources for the maintenance of aerospace supremacy and to assist in meeting local, state and national emergencies, particularly air search and rescue. To accomplish the purposes for which it was chartered, CAP:

(1) Conducts a continuous nationwide internal and external program of aerospace education, including the coordination of workshops conducted at local schools, colleges and universities.

(2) Conducts a comprehensive cadet program, including an International Air Cadet Exchange, special activities, and supervision of encampments at Air Force installations.

(3) Maintains an emergency services capability to meet the requests of the Air Force and state and local officials for search and rescue, disaster relief, and other missions.

(4) Conducts a comprehensive Senior Training Program to provide qualified personnel at all levels of CAP.

(5) Assists local, state, and other Federal agencies in emergency operations or activities.

(6) Conducts a flight management program for assigned aircrew members and manages a maintenance program for corporate owned aircraft.

(7) Maintains a nationwide communications capability to support emergency services operations and to conduct official CAP business.

ORGANIZATION: The Civil Air Patrol (CAP) is the official auxiliary of the U.S. Air Force, and is a nonprofit corporation which functions in accordance with its constitution, bylaws, regulations, and other directives issued by its National Headquarters. It was formed on December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became an auxiliary of the United States Air Force. The Secretary of the Air Force has been given authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of noncombat missions of the Air Force.

The Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of a wing headquarters unit and all subordinate units within geographical boundaries of a state. Wing Commanders are appointed by the National Headquarters and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements; and Composite Squadrons, composed of both senior and cadet members conducting both senior and cadet programs.

PROGRAM: The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the Naval Reserve Center, Capital Park, with a field organization consisting of thirteen squadrons located throughout the State.

At the Wing Headquarters a mission control center is maintained in operational status with telephone and radio communications facilities and other equipment to conduct air search and other missions on a local or state-wide basis.

During search missions a mobile command post may be established in a forward operating area to provide on-scene control of mission personnel and resources.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent in excess of three thousand hours searching the state. Every aircraft flying today is required to have an Emergency Locator Transmitter (ELT) aboard. When one of these transmitts because of a crash, malfunction or human error it is necessary to dispatch search aircraft or ground teams to locate the signal source because it is being transmitted on a distress frequency. Maine Wing aircraft located several aircraft by means of ELT's and were also involved in missing aircraft search efforts during the last fiscal year.

Six corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 172, and one Lake Amphibian, Bar Harbor—one Cessna 172, Presque Isle—one Cessna 172, Machias—one Cessna 150, Wiscasset—one Cessna 182.

Two VHF Repeater Stations are maintained and operated by the Maine Wing at Libby Hill, Auburn and Bald Mountain, Dedham as part of our communications network. Fixed land, ground mobile and air mobile radio stations are used to support our long range and short range networks which span the state.

The Civil Air Patrol Aerospace Education program continues to make available guest speakers and material concerning aviation past, present, and future. A flight simulator is available at Wing Headquarters for flight personnel to use and increase their proficiency.

Cadets of the Maine Wing gained insight into the U.S. Air Force by attending a week long encampment at Loring Air Force Base, Maine during the summer and a survival course was taught by U.S. Navy personnel from NAS Brunswick to cadets and seniors at the Navy Rangeley facility.

PUBLICATIONS:

Publications concerning Civil Air Patrol and prices are available from "The Bookstore," National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 1988: 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to $5,000 in FY 88, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Transportation Services.

STATE CIVIL SERVICE APPEALS BOARD

ANNALEE Z. ROSENBLATT, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4459 (Voice)
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333 289-4537 (TDD)

Established: July 1, 1986 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 388; *Citation:* 5 M.R.S.A., Sect. 7081

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Civil Service Appeals Board is established to mediate grievances and disputes and to hear and resolve classification appeals which are filed by employees of the State who are excluded from the collective bargaining process pursuant to 26 MRSA, §§979 and 1021 to 1034.

ORGANIZATION: On July 1, 1986, the State Civil Service Appeals Board was established to perform grievance and appeal functions formerly performed by the State Personnel Board. The Board consists of 5 members of the public who have experience in personnel management or labor relations. Appointments to the Board are made by the Governor with review by the Joint Standing Committee on State Government and confirmation by the Legislature. One member of the Board is designated by the Board as a chairman. Each appointment is for a term of four years until a successor has been appointed and qualified.

PROGRAM: The Board met five times during FY 1988 to hear and decide two employee appeals involving pay range allocation and two employee appeals involving job classification.

PUBLICATIONS:

State Civil Service Appeals Board Procedures for Appeal (free). May be obtained through the Bureau of Human Resources.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Human Resources.

COMMUNITY SERVICES ADVISORY BOARD

EMILY B. LANE, CHAIRPERSON

Central Office: Hallowell, Maine *Telephone:* 289-3771
Mail Address: Statehouse Sta. #73, Augusta, Maine 04333
Established: December 1983 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 462; *Citation:* 5 M.R.S.A., Sect. 3517
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Community Services Advisory Board is to advise the Governor, the Legislature and the Director of the Division of Community Services on programs and policies relative to the Maine Community Services Act.

ORGANIZATION: The Community Services Advisory Board was established in 1983. It consists of 12 members: one member of the House of Representatives appointed by the Speaker of the House; one member of the Senate appointed by the President of the Senate; the Director of the Division of Community Services to serve ex-officio and 9 members appointed by the Governor in the following categories: an executive director of a community action agency, an elected official from one of the municipalities which act as local program operators, 2 representatives from board of directors of community action agencies, 2 recipients of assistance or service from a sub-grantee of the Division of Community Services and 3 members from the general public.

PROGRAM: The Advisory Board has met 10 times during fiscal year 1988. They have provided input and advice to the Division on State Plans and Rules of the various programs administered. In addition, they reviewed several pieces of legislation presenting testimony to several legislative committees on bills important to low-income citizens.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are included with those of the Division of Community Services.

DEPARTMENT OF CONSERVATION

ROBERT R. LaBONTA, COMMISSIONER

Central Office: AMHI—Harlow Building, Augusta; *Floor:* 3 *Telephone:* 289-4900
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056; *Citation:* 12 M.R.S.A., Sect. 5011

Average Count—All Positions: 542 *Legislative Count:* 252

Organizational Units:
- Division of Planning and Program Services
- Administrative Services Division
- Land Use Regulation Commission
- Bureau of Public Lands
- Coastal Island Registry
- Bureau of Forestry (AKA Maine Forest Service)
- Maine Conservation Corps
- Bureau of Parks and Recreation
- Maine Trail Systems Advisory Committee
- Maine Geological Survey
- Division of Real Property Management
- Maine Rivers Program
- Keep Maine Scenic

PURPOSE: The Department of Conservation was established to preserve, protect and enhance the land and water resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

The Commissioner's office is organized into two major divisions, the Division of Planning and Program Services, and the Division of Administrative Services. Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for each of these divisions. Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division of Planning and Program Services, now Deputy Commissioner.

The Division of Planning and Program Services is responsible for the Information and Education function, Maine Conservation Corps, SERVE/Maine, program review and evaluation, policy development, and long-range departmental planning.

The Division of Administrative Services provides various support services including personnel, budget, audit, accounting, bookkeeping, and central office services.

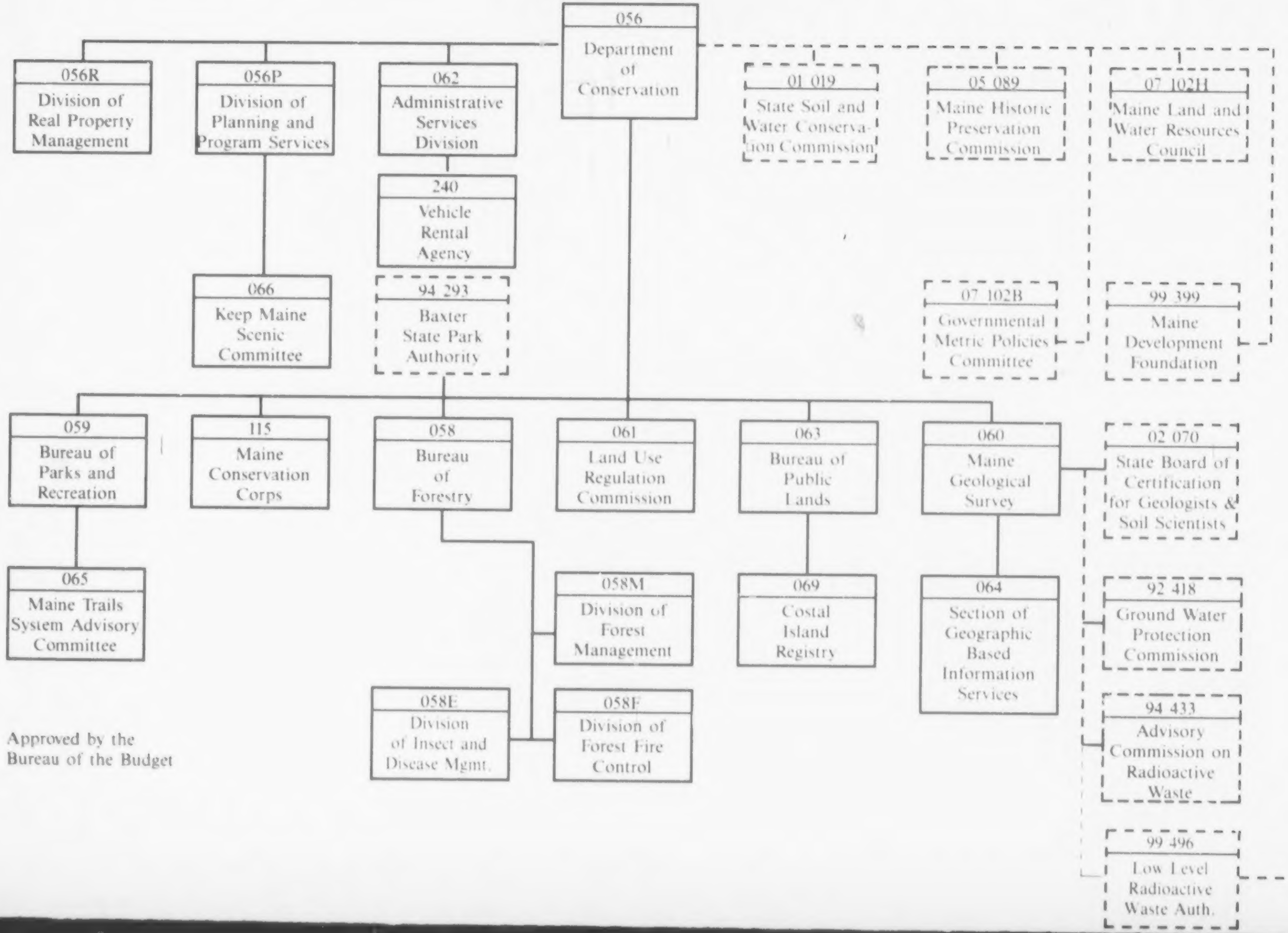
PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services and Planning and Program Services.

PUBLICATIONS:

Listed separately by the Department's organizational units.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF CONSERVATION
UMB 04


056
Department of Conservation
056R
Division of Real Property Management
056P
Division of Planning and Program Services
062
Administrative Services Division
240
Vehicle Rental Agency
066
Keep Maine Scenic Committee
94 293
Baxter State Park Authority
01 019
State Soil and Water Conservation Commission
05 089
Maine Historic Preservation Commission
07 102H
Maine Land and Water Resources Council
07 102B
Governmental Metric Policies Committee
99 399
Maine Development Foundation
059
Bureau of Parks and Recreation
065
Maine Trails System Advisory Committee
115
Maine Conservation Corps
058
Bureau of Forestry
058M
Division of Forest Management
058E
Division of Insect and Disease Mgmt.
058F
Division of Forest Fire Control
061
Land Use Regulation Commission
063
Bureau of Public Lands
069
Costal Island Registry
060
Maine Geological Survey
064
Section of Geographic Based Information Services
02 070
State Board of Certification for Geologists & Soil Scientists
92 418
Ground Water Protection Commission
94 433
Advisory Commission on Radioactive Waste
99 496
Low Level Radioactive Waste Auth.

Approved by the
Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF CONSERVATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,843,555	8,324,226	1,220,274		197,639	101,416
Health Benefits	590,409	483,207	84,477		12,982	9,743
Retirement	1,828,424	1,561,437	214,018		35,586	17,383
Other Fringe Benefits	90,889	77,129	11,386		1,796	578
Computer Services—Comm	7,263	3,906	518		1,146	1,693
Computer Services—State	11,782	9,844	396		1,542	
Other Contractual Service	3,097,075	2,363,904	564,799		90,049	78,323
Rents	288,942	226,180	44,477		10,337	7,948
Commodities	573,617	409,984	91,668		6,350	65,615
Grants—Subsidies—Pensions	1,061,785	545,489	463,071		51,889	1,336
Purchases of Land	1,771,826		1,667,826			104,000
Buildings and Improvement	96,338	42,373	53,834		60	71
Equipment	896,011	360,266	312,459		162,099	61,187
Interest—Debt Retirement	2,294	1,207	22		109	956
Transfers to Other Funds	83,228		56,322		12,350	14,556
TOTAL EXPENDITURES	20,243,438	14,409,152	4,785,547		583,934	464,805

DEPARTMENT OF CONSERVATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	45,225	45,225				
Health Benefits	3,210	3,210				
Retirement	9,443	9,443				
Other Fringe Benefits	201	201				
Other Contractual Service	234,955	226,094	550		96	8,215
Rents	4,503	1,264				3,239
Commodities	4,856	4,672				184
Purchases of Land	104,000					104,000
Buildings and Improvement	1,611	1,480			60	71
Equipment	110,081	21,247			27,647	61,187
Interest—Debt Retirement	34	34				
TOTAL EXPENDITURES	518,119	312,870	550		27,803	176,896

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

JANET E. WALDRON, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: October 3, 1973 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 062; *Citation:* 12 M.R.S.A., Sect. 5012
Average Count—All Positions: 25 *Legislative Count:* 205

PURPOSE: Under the overall supervision of the Director, this Division is responsible for financial management including budgeting, accounting, bookkeeping, auditing; business management including purchasing, contracting, leasing, property and inventory recordkeeping, information automation; personnel and labor relations including organization and staff development, position classification, payroll, workers' compensation administration, safety and training. The Division is also responsible for the Vehicle Rental Agency, which is described in its own report section.

ORGANIZATION: The Administrative Services Division is composed of four functional units: Personnel and Labor Relations; Fiscal and Accounting; Business Management; and the Vehicle Rental Agency.

PROGRAM: The Division of Administrative Services has three major program objectives:

1. To provide central department administration and management for financial, personnel, administrative and technical procedures in conformance with state and federal requirements;
2. To provide administrative and technical support services to the Department's Bureaus and programs; and
3. To assist with department initiatives such as the development of a department-wide safety program.

Accomplishments in 1987-1988 include:

1. Implementation of the on-line MSA personnel system.
2. Increased efficiency and management of the Department's Workers' Compensation caseload.
3. Development of a computer program to calculate personal services costs for budgeting and workprograms.
4. Increased coordination to assure faster payment of fire payrolls.
5. An inventory of approximately 400 department buildings and facilities.
6. Increased customer use of the Vehicle Rental Agency.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	559,899	469,985	80,698		9,216	
Health Benefits	32,703	26,513	5,775		415	
Retirement	101,480	84,263	15,173		2,044	
Other Fringe Benefits	6,226	4,867	1,195		164	
Computer Services—State	5,933	5,933				
Other Contractual Service	75,286	62,456	12,830			
Rents	4,685	4,685				
Commodities	18,139	11,088	7,051			
Grants—Subsidies—Pensions	2,976	2,976				
Transfers to Other Funds	8,490		7,328		1,162	
TOTAL EXPENDITURES	815,817	672,766	130,050		13,001	

VEHICLE RENTAL AGENCY

WILLIAM PRATT, MANAGER

Central Office: AMHI—VRA Bldg., Augusta *Telephone:* 289-7113
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: July 1, 1985

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 240; *Citation:* 12 M.R.S.A., 5031

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Vehicle Rental Agency was established in the Department of Conservation for the purpose of acquiring and maintaining vehicles for use by department employees on official state business. In addition, VRA makes vehicles as available as possible to all state agencies.

ORGANIZATION: The Vehicle Rental Agency is organizationally located in the Department's Division of Administrative Services. It is staffed by a Manager, who reports to the Director of Administrative Services, and a Laborer II.

PROGRAM: The Vehicle Rental Agency was created as an innovative solution to the problem of an over-sized agency fleet in poor condition. The use of professional fleet management concepts and practices has improved the safety and reliability of the fleet.

The Vehicle Rental Agency made it possible to reduce the pre-VRA fleet size by 43 percent. The fleet composition changed from larger, more expensive vehicles to smaller, more efficient compact and intermediate cars. The 43% reduction in fleet size has been maintained, while increasing the number of customers and miles driven.

The VRA fleet is on a scheduled preventive maintenance program. This program, coupled with monitored daily care, strives to keep the retained value of the vehicles as high as possible. All vehicle replacements, to date, have been on time and in keeping with our five year forecast schedule.

Each rental customer is asked to provide feedback to the agency by filling out a report card provided with each rental. During the past year the vehicle ready-on-time percentage has been 100%, mechanical condition of good to excellent has been 94%, and the vehicle interior and window glass clean rating of good to excellent has been 93%. VRA runs with the attitude of a small business: providing quality and dependable service to customers is the most important part of the Agency's job.

VRA vehicles travel from New Brunswick, Canada, to Washington, D.C., Pennsylvania and upper New York State.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

VEHICLE RENTAL AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	34,421					34,421
Health Benefits	2,619					2,619
Retirement	6,240					6,240
Other Fringe Benefits	118					118
Other Contractual Service	61,660					61,660
Rents	4,496					4,496
Commodities	53,070					53,070
Grfants—Subsidies—Pensions	625					625
Interest—Debt Retirement	2					2
Transfers to Other Funds	7,449					7,449
TOTAL EXPENDITURES	170,700					170,700

DIVISION OF PLANNING AND PROGRAM SERVICES

SUSAN J. BELL, Deputy Commissioner

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 24, 1977 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056P; *Citation:* 12 M.R.S.A., Sect. 5012

PURPOSE: The Division of Planning and Program Services is responsible for the Information and Education function, program review and evaluation, legislation, policy development, long-range departmental planning, the Maine Conservation Corps, SERVE / Maine and the Forests For the Future Program.

ORGANIZATION: Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division, now Deputy Commissioner.

PROGRAM: The Division has seven sections. They are: Public Information & Education, Legislation, Planning, the Maine Conservation Corps, and SERVE / Maine (The Maine Conservation Corps and SERVE / Maine appear as a separate section of this report), and the Forests For the Future Program. The Division as a whole provides program staff support to the Commissioner and has responsibility for the programs and policies of the Department as a whole.

The goal of the Department of Conservation's Public Information and Education Section is to provide essential information about Department of Conservation programs to the public and to provide information services to the Department's five bureaus.

The Section's activities include: newsletter, news release and media advisory writing, videotape production, information dissemination, general photography, the provision of audiovisual equipment, coordination of exhibits, shows and special events and publication production and editing. The Section maintains mailing lists of organizations, the Maine media and individuals interested in the Department's activities. The Section administers a contract for graphic arts services.

The Section represents the Department on the various related boards and commissions and provides public information services to the Forest Fire Overhead Management Team and the State Emergency Media Team.

The Legislative Section is responsible for coordinating the Department's legislative program with the Legislature and with the Governor's Office. The Section assists in the development and preparation of legislation, the presentation of legislation to interested groups, as well as the Legislature, coordinates communication from the Legislature to the Department and its various bureaus, evaluates legislation which is presented by those outside the Department, and advises the Governor's Office on the merits of legislation presented to him for his signature.

The Planning Section coordinates the development and review of Department policy papers, coordinates the work of various bureaus on matters of inter-bureau concern, and assists various bureaus on matters of Departmentwide concern.

The Division also responds to requests from other Departments and the Governor's Office for information concerning Departmental programs, affirmative action, federal grant applications, and natural resources' issues of inter-Departmental concern.

In 1985, the 112th Maine Legislature established the Maine Forests For the Future Program (Chapter 488, Public Laws of 1985). The Legislature placed the Forest for the Future Program under the direction of the Commissioner of the Department of Conservation, and directed it to develop forest policies for the State of Maine that will assure a continuous supply of forest resources to meet Maine's future needs, and requiring a report by January 1988.

The Forest for the Future Report was submitted to the Governor and Legislature in January 1988, backed up by five more specific studies.

PUBLICATIONS:

Each of the following publications are available "free of charge" from the Department of Conservation.

1. Outdoors in Maine
2. Maine's Public Boating Facilities Program
3. The Forests of Maine—Yesterday, Today and Tomorrow
4. Maine's Public Reserved Lands: Recreational Opportunities in the Heart of the Northwoods
5. Forests For the Future Program
6. Guide to Cross Country Skiing on Maine's State Parks and Public Reserved Lands
7. Your Islands on the Coast
8. The Forest of Maine, A Survey of Public Opinion
9. Demand for Forest Products
10. Timber Supply Assessment
11. Economic Value and Use of Fisheries and Wildlife Resources
12. "Maine Forests, Parks and Lands"—Departmental newsletter published semiannually.

FINANCES, FISCAL YEAR 1988: This unit had no expenditures in FY 88.

DIVISION OF REAL PROPERTY MANAGEMENT

FRED M. BARTLETT, DIRECTOR

Central Office: AMHI—Harlow Bldg., Augusta — *Telephone:* 289-3821
Mail Address: Statehouse Sta. #22, Augusta, Maine

Established: June 30, 1984 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056R; *Citation:* 12 M.R.S.A., Sect. 5012

Average Count—All Positions: 10 *Legislative Count:* 10

PURPOSE: The Division of Real Property Management is responsible for providing technical services to all Bureaus within the Department on all matters relating to engineering and realty.

ORGANIZATION: The Division of Real Property Management was established by PL 1984, Chap. 824, Part A, effective July 1, 1984. This Division has two functional units: 1. Engineering and 2. Realty. The Engineering Section is staffed with professional engineers, a landscape architect, and building technicians. The Realty Section is staffed with an appraiser and a land surveyor.

PROGRAM: The Division designed and engineered some $700,000 in repairs and minor capital improvements including the new entrance road at Ft. Point State Park. Various market value appraisals were secured to support land purchases being negotiated. Technical support was provided for the Public Lots exchanges and land sales, and numerous property line issues were resolved.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF REAL PROPERTY MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	246,405	246,405				
Health Benefits	14,228	14,228				
Retirement	44,673	44,673				
Other Fringe Benefits	849	849				
Other Contractual Service	12,381	12,381				
Rents	7,239	7,239				
Commodities	2,010	2,010				
Equipment	192	192				
TOTAL EXPENDITURES	327,977	327,977				

MAINE CONSERVATION CORPS

KENNETH SPALDING, DIRECTOR

Central Office: Harlow Bldg., Augusta *Telephone:* 289-2211
Mail Address: Statehouse Station #22, Augusta, Maine 04333
Established: December 1983
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 115; *Citation:* 12 M.R.S.A., Sect. 5151
Legislative Count: 2

PURPOSE: The Maine Conservation Corps is responsible for creating employment and training opportunities for Maine's economically disadvantaged and unemployed on projects which improve and enhance public property and resources, or which improve property owned by private non-profit organizations if the conservation work accomplished is for a valid public purpose. The program is designed to achieve its purpose by working cooperatively and sharing staffing and funding resources with funded job training agencies and public or private non-profit land managing agencies. The SERVE/Maine program develops volunteer jobs in conservation related agencies and recruits and places volunteers in those positions.

ORGANIZATION: The Maine Conservation Corps is a unit within the Division of Planning and Program Services, Department of Conservation. The unit is staffed by one full-time, year-round Director and one full-time, year-round Coordinator of SERVE/Maine. Seasonal project staff and volunteers are employed as required to accomplish work projects.

The SERVE/Maine program is a subunit of the Maine Conservation Corps. SERVE/Maine works with natural resource related public agencies to develop volunteer and intern opportunities and recruit people for these peojects.

PROGRAM: The Maine Conservation Corps operated 33 projects which employed 126 corpsmembers. Generally, the corpsmembers were employed 32 hours per week for 8 weeks. Twenty-two of the projects were undertaken during the summer months. Corpsmembers were all economically disadvantaged and were joint clients of local agencies funded under the federal Job Training Partnership Act (JTPA). This year, 35,425 hours of labor were performed on projects with the Bureau of Parks and Recreation, Maine Forest Service, Bureau of Public Lands, Department of Inland Fisheries and Wildlife, Baxter State Park, Roosevelt-Campobello International Park, U.S. Forest Service, U.S. Fish and Wildlife Service, Wells National Estuarine Research Reserve, cities of Portland, Bangor and Calais, town of Randolph, Maine Appalachian Trail Club, Maine Audubon Society, Pine Tree State Arboretum, Caribou Transplant Corp., Saco River Recreational Council, Portland West Neighborhood Planning Council, and Lincoln County Cultural and Historical Society.

The SERVE/Maine volunteer program completed its third year. A new full-time SERVE/Maine Coordinator position was established and was filled near the end of the year. During the year 151 volunteers contributed 12,533 hours to 10 public natural resource agencies through SERVE/Maine. The direct net value of contributed labor, materials and expenses totaled more than $51,000.

PUBLICATIONS:

"The Maine Conservation Corps in 1987: The Fourth Year Program" April, 1987. Available at no charge from the Maine Conservation Corps, Department of Conservation, State House Station #22, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CONSERVATION CORPS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	65,895	55,693	10,202			
Health Benefits	3,154	2,660	494			
Retirement	11,895	10,059	1,836			
Other Fringe Benefits	601	478	123			
Other Contractual Service	74,376	37,564	36,812			
Rents	19,010	19,010				
Commodities	2,405	2,405				
Grants—Subsidies—Pensions	29,740	29,740				
Transfers to Other Funds	1,423		1,423			
TOTAL EXPENDITURES	208,499	157,609	50,890			

BUREAU OF FORESTRY (also known as MAINE FOREST SERVICE)

JOHN H. CASHWELL, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 2 *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1891 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058; *Citation:* 12 M.R.S.A., Sect. 8001

Average Count—All Positions: 297 *Legislative Count:* 2

Organizational Units:
- Division of Forest Management and Utilization
- Division of Forest Fire Control
- Division of Insect and Disease Management

PURPOSE: The Bureau of Forestry, also known as Maine Forest Service, was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The primary responsibilities of the Bureau are: to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to woodland owners; to produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation; to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies; to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

CONSERVATION

ORGANIZATION: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 3 functional divisions. They are Forest Fire Control, Forest Management and Utilization, and Insect and Disease Management. Each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors.

PROGRAM: The Bureau of Forestry's total program is reflected in the program statements of the various Divisions. In addition, the Director's office coordinates Bureau information and education activities, planning responsibilities, budget preparation, and legislative and grant proposals.

The environmental program "Project Learning Tree" is promoted.

LICENSES, PERMITS, ETC.:

Permit:

Campfire (Unorganized Territories)
Gypsy Moth Quarantine
Open Burning of Slash and Debris

PUBLICATIONS:

Publications are listed by Division

The Maine Forest: Its Future, A Plan and Perspective of the Maine Forest Service

Project Learning Tree, an educational program about the forest for grades K-12, was introduced in many Maine schools.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FORESTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	85,086	60,000			25,086	
Health Benefits	5,123	3,207			1,916	
Retirement	17,103	12,555			4,548	
Other Fringe Benefits	854	771			83	
Computer Services—State	40	40				
Other Contractual Service	15,773	11,645	1,134		2,994	
Rents	282	282				
Commodities	985	960	25			
Transfers to Other Funds	938		71		867	
TOTAL EXPENDITURES	126,184	89,460	1,230		35,494	

DIVISION OF FOREST FIRE CONTROL

GEORGE BOURASSA, SUPERVISOR

Central Office: AMHI, Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058F; *Citation:* 12 M.R.S.A., Sect. 8901

Average Count—All Positions: 184 *Legislative Count:* 100.5

PURPOSE: The primary objective of this Division is to provide forest fire protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing four major tasks (1) prevention—25% to 30% of time and funds are expended in this effort, (2) detection—presently utilizing 30 towers and 10 detection aircraft, (3) presuppression—training of municipal and Division employees and maintenance and development of specialized equipment, (4) suppression—extinguishing fires that do occur.

ORGANIZATION: In 1891 the Office of Forest Commissioner was established resulting from action by the Legislature to establish a Forest Commission for the protection of the forest. Until this time this office had been known as the Land Office and the Land Agent. In 1909 an act creating the Maine Forestry District was approved giving forest fire protection throughout the "Unorganized Towns" and some plantations. The disastrous forest fires of 1947 gave stimulus for statute changes in 1949 that made the Forest Commissioner responsible for *all* forest fire control over the entire State. The Department of Conservation was established in 1973, the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry under Conservation, and Fire Control was assigned to the Bureau as the Division of Forest Fire Control.

PROGRAM: The goal of the Division is to keep the acreage burned to less than .02 of 1% of the total acreage of the State and hold fire occurrence to 59 fires per million acres protected (1,000 fires). During 1987 there were 824 forest fires burning 3,560 acres.

Forest fire prevention continues to play a very important role in meeting the Division's objectives. Fire Prevention consists of activities such as public service announcements, newspaper articles, Smokey Bear Programs in schools, law enforcement, and spark arrestor inspections on chainsaws, skidders, and other equipment used in the woods.

Presuppression or preparedness is another key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Division personnel.

Many hours of training, both in-service and with volunteer and municipal groups, was conducted throughout the State. In addition, special training programs were developed for hotshot crews, scouts, and industry personnel in forest fire suppression techniques. Three specially trained and equipped fire overhead teams were trained and maintained.

LICENSES, PERMITS, ETC.:
Permits:
Burning Permits

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST FIRE CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,254,341	3,233,493			20,848	
Health Benefits	218,790	217,244			1,546	
Retirement	668,856	664,862			3,994	
Other Fringe Benefits	36,749	36,295			454	
Computer Services—Comm.	18	18				
Computer Services—State	511	511				
Other Contractual Service	1,091,511	1,089,917	1,224		370	
Rents	113,829	113,829				
Commodities	202,516	201,851			665	
Grants—Subsidies—Pensions	291,273	269,831			21,442	
Buildings and Improvement	49,424	40,893	8,531			
Equipment	338,350	234,182	4,322		99,846	
Interest—Debt Retirement	940	825	6		109	
Transfers to Other Funds	2,672		28		2,644	
TOTAL EXPENDITURES	6,269,780	6,103,751	14,111		151,918	

DIVISION OF FOREST MANAGEMENT AND UTILIZATION

VLADEK (KIM) KOLMAN, DIRECTOR

Central Office: AMHI, Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1947 *Sunset Review Required no later than:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058M; *Citation:* 12 M.R.S.A., Sect. 8002
Average Count—All Positions: 21 *Legislative Count:* 15

PURPOSE: The primary function of the Forest Management and Utilization Division is to (1) motivate and technically assist forest owners to properly manage their woodlands; (2) technically assist forest product operators and wood using mills for product marketing and utilization; (3) technically assist municipalities on care and maintenance of shade trees; (4) cooperate with the University of Maine in genetic tree improvement programs for development of improved tree growth; and (5) assist in management of the Pine Tree State Arboretum located in Augusta. Assistance is provided through educational workshops, field demonstrations, media presentations and limited one on one contact between forester and owner. Policy limits are established on actual technical assistance available to individual landowners.

Training seminars for all personnel are an active part of the program to maintain satisfactory performance standards.

ORGANIZATION: The Forest Management and Utilization Division has three components—Forest Management, Utilization and Marketing, and Tree Improvement. Overall supervision is provided by a director, who reports directly to the State Forester.

PROGRAM: During FY 88, foresters provided technical and educational assistance to 1260 private non-industrial forest owners. Included were recommendations for timber harvest, timber stand improvement, tree planting, insect and disease and forest fire control, pesticide use, Christmas tree management, fuelwood management and conservation laws. Other assistance was given to municipalities, civic organizations, University of Maine, schools, and state and federal agencies. The following accomplishments were obtained: 3,713 acres timber stand improvement, 4,665 acres reforestation, 201 forest management plans involving 12,251 acres and 160 referrals to private consulting foresters. Overall, accomplishments generally meet the targets established with the Forest Service, USDA.

Technical assistance was provided by staff foresters to forest land owners being cost-shared through the federal Agricultural Conservation Program and Forestry Incentives Programs for timber stand improvement work and reforestation.

The Division also provided technical assistance to many Maine saw mills, provided marketing advice to Maine landowners, loggers and mills, assisted the State Development Office and entrepreneurs with Industrial Development and wood exports, and published the timber cut report, stumpage and mill delivered prices, primary processors list, logger list, six issues of the primary processor and loggers newsletters, several special marketing bulletins, and organized several special projects and seminars relating to wood utilization and marketing.

Over one-and-one-half million seedlings and wildlife shrubs were sold by the State Forest Nursery.

Further progress has been made towards development of the Pine Tree State Arboretum and limited assistance was provided to communities for urban forestry.

A survey of producers of wood chips for energy plants was conducted and published. Demonstration areas featuring use of chippers are in place.

Durham Memorial Forest in Lincolnville, managed by the division, provides several thousand dollars for the scholarship fund at the University of Maine.

The Division organized and conducted six forest land owner seminars in Woodland Management. Foresters prepared and staffed exhibits at four county fairs and two statewide shows.

A law was enacted by the Legislature to require reporting of forest activities. Data is being collected and analyzed.

The Division organized and conducted a "mid-cycle" forest inventory in order to more accurately assess the changes and trends occurring in the spruce-fir forests. Ten crews (one Forest Technician and one Laborer II per crew) were hired to measure 468 spruce-fir plots located in all counties of the State except York, Cumberland, Androscoggin and Sagadahoc counties. The analysis of data and final report from this work is available.

PUBLICATIONS:

Forest Trees of Maine — $1.00
Factors to Consider When Buying Woodland as an Investment — free
Boundary Information Sheet — free
Laws Relating to the Forestlands of Maine — free
Consulting Forester List — free
Tree Pruning Information — free
Suggested Timber Sale Agreement — free
Maine Primary Forest Products Manufacturers — free
Maine's Secondary Wood Industry — free
Mill-Delivered Price List (twice a year) — free
Stumpage Price List (twice a year) — free
Maine Logging Firms — free
Industrial Financing in Maine, Where to Go — free
An Analysis of Maine's Wood Labor Force — free
Analysis and Interpretation of Statistical Tables Derived from the 3rd Forest Survey of Maine — free
Maine's Forest Products Transportation System — free
Maine's Forest—A New Horizon — free
Whole Tree Chipping Operations—Survey and Report — free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST MANAGEMENT AND UTILIZATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	602,167	483,078			78,740	40,349
Health Benefits	33,992	22,510			5,749	5,733
Retirement	109,759	89,163			14,284	6,312
Other Fringe Benefits	4,807	3,872			565	370
Computer Services—Comm	3,102	3,102				
Computer Services—State	3,144	3,144				
Other Contractual Service	126,494	107,348	59		17,481	1,606
Rents	24,335	16,955			7,167	213
Commodities	68,211	62,085			931	5,195
Grants—Subsidies—Pensions	21,359	11,546			9,102	711
Equipment	5,244				5,244	
Interest—Debt Retirement	964	14				950
Transfers to Other Funds	7,114		1		2,809	4,304
TOTAL EXPENDITURES	1,010,692	802,817	60		142,072	65,743

DIVISION OF INSECT AND DISEASE MANAGEMENT

THOMAS A. MORRISON, DIRECTOR, STATE ENTOMOLOGIST

Central Office: AMHI, Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1921 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058E; *Citation:* 12 M.R.S.A., Sect. 8002
Average Count—All Positions: 22.5 *Legislative Count:* 15

PURPOSE: The Division of I. & D.M. originated in 1921 as the Division of Entomology for the purpose of protecting Maine's forest and shade trees from insects and diseases. The mission of the Division of I. & D.M. is to evaluate the actual and potential impact of forest and shade tree insects and diseases; to gather, analyze and report impact data, and to develop integrated pest management techniques. Additional responsibilities include providing technical assistance, implementing control actions when justified, and administering State and Federal laws pertaining to insect and disease quarantine.

ORGANIZATION: The Director of the Maine Forest Service appoints, subject to the Personnel Law, the State Entomologist. Operating within an administrative division of the Maine Forest Service, the State Entomologist is statutorily responsible for answering all calls for information on forest insects and diseases including their identification and control. The State Entomologist is also required to assist other departments working in this field.

The spruce budworm division was incorporated under the State Entomologist, effective March 1986. The State Entomologist is authorized to go onto any lands for the purpose of surveying and inspecting any shade, ornamental or forest trees whenever he suspects the presence of any dangerous native or exotic insect or disease. If the survey work requires the placing of "trap" material on developed lands in incorporated areas, the State Entomologist is required to first notify the landowner of his plans.

PROGRAM: The spruce budworm infestation and impact, though sharply reduced in 1987, remained one of the State Entomologist's major forest problems. All duties formally assigned to the Division of Spruce Budworm Management have been assumed by the State Entomologist. Reduced air/ground surveys over 6 million acres of spruce/fir forest found heavy populations and damage now restricted to southern Hancock and Washington Counties; no control project was recommended due to the scattered pattern of damage and indication of further decline. Populations continue to be low in the north and survey methods have been shifted to techniques sensitive enough to detect an infestation resurgence when it occurs. A summary report of the biology, control, and management of the 70's and 80's outbreak is being prepared. Outdated spray equipment used for past control projects has been disposed of and airport sites have been returned to their original condition. Several impact studies designed to evaluate losses due to the outbreak and effectiveness of spraying are under way. Special surveys of secondary insects and diseases in budworm weakened stands provide additional important and useful data. As a result of these surveys, spruce beetle has been identified as a pest that is currently increasing and warrants further monitoring.

In the southern half of the state 1,000 acres was defoliated by the gypsy moth. The white pine blister rust program surveyed 41,000 acres in the White Pine Protection District. In addition, the biological aspects of the blister rust control program were evaluated and the long term effectiveness was confirmed.

Specific surveys and evaluations were conducted on a number of other active or potential pests, including spruce coneworm, forest tent caterpillar, oystershell scale and larch decline. The general forest insect survey system was supported by a system of light traps for detection of activity patterns of destructive forest species. Studies are also being initiated to monitor conditions in plantations.

Specific monitoring continued on Scleroderris canker, Fomes root rot and European larch canker. Concerns for abiotic factors such as air borne pollution have generated new studies monitoring the levels and trends of decline in hardwood, and specifically sugar maple.

The Division provided identification and technical advice to the public, including small landowners, on a variety of pests of homegrounds, humans, and pets. During the field season a pest conditions newsletter was periodically published and sent to interested parties. Over 861 public assistance requests were responded to on the forest and shade tree resource and public nuisance pests. Also 370 permits were issued relative to gypsy moth quarantine regulations.

LICENSES, PERMITS, ETC.:

Gypsy Moth Quarantine Permits are issued to meet Canadian requirements for transporting logs from Maine to Canada.

Larch Canker Quarantine permits are issued or compliance agreements are negotiated to control the spread of European larch canker.

PUBLICATIONS:

Insect Primer

Field Book of Destructive Forest Insects

Saddled Prominent Outbreak of 1970-1971

Saddled Prominent Complex in Maine

Protect White Pine From Blister Rust

Arbor Week—A Guide for Elementary School Teachers

Life History of a Red Oak Leaf-Mining Sawfly

Planting and Care of Shade Trees

Shoestring Root Rot—Alert

Cost Trends for *Bacillus thuringiensis* in the Maine Spruce Budworm Control Program, Lloyd C. Irland and Thoms A. Rumpf

Spruce-Fir Wood Supply/Demand Analysis. Final Report, June 1983

A Critique and Commentary on the 1983 Supply/Demand Analysis for the Spruce-Fir Forest of Maine

Creating a New Forest—A Discussion Paper Based on the Maine Spruce-Fir Supply/Demand Analysis

Spruce Budworm in Maine: History, Biology, Management

Spruce Budworm Policy in Maine: Tradition, Conflict, and Adaptation

Programmatic Environmental Impact Statement for Maine Spruce Budworm Management Program, 1981-1985

1983 Spruce Budworm Environmental Assessment

Spruce Budworm in Maine: Biological Conditions and Expected Infestation Conditions—reports for 1980/81, 81/82, 82/83, 83/84, 84/85, and 85/86

Spruce Budworm in Maine: Operational Reports—1976, 77, 78, 79, 80, 81, 82, 83, 84 and 85

Environmental Monitoring of Spruce Budworm Control Project, Maine—1980, 81, 82, 83, and 84

Fate of Carbaryl in Maine's Spruce-Fir Forest

Resurvey of Spruce Budworm Damage in the Moosehorn National Wildlife Refuge, 1981

The Protection of Red Spruce from Spruce Budworm Defoliation—A Literature Review

A Study of Spruce Budworm and Spruce Coneworm Behavior on Red Spruce

Silvicultural Release of Seedling and Sapling Spruce-Fir Stands: A Literature Review

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF INSECT AND DISEASE MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	478,892	427,874	15,287		35,731	
Health Benefits	31,130	28,078	712		2,340	
Retirement	85,241	76,922	2,682		5,637	
Other Fringe Benefits	3,444	3,007	80		357	
Computer Services—Comm	154	154				
Computer Services—State	83	83				
Other Contractual Service	201,917	97,668	93,481		10,768	
Rents	3,738	3,058	644		36	
Commodities	14,869	12,182	254		2,433	
Grants—Subsidies—Pensions	6,385	2,758	2,927		700	
Equipment	31,376	25,514			5,862	
Interest—Debt Retirement	1	1				
Transfers to Other Funds	3,501		2,365		1,136	
TOTAL EXPENDITURES	860,731	677,299	118,432		65,000	

BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 1 *Telephone:* 289-3821
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: April 5, 1935 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 059; *Citation:* 12 M.R.S.A., Sect. 602
Average Count—All Positions: 111½ *Legislative Count:* 51
Organizational Units:

- Division of Operations and Maintenance
- Boating Facilities Division
- Maine Rivers Program
- Division of Planning and Research
- Off-Road Vehicle Division

PURPOSE: The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation. The primary responsibilities of the Bureau are to acquire, develop and manage State parks and historic sites; to study and report to the Governor the needs for such facilities; to provide information and trails for snowmobiles and all-terrain vehicles; to preserve, protect, develop and manage the Allagash Wilderness Waterway; to provide and manage public facilities for boats; to mark the waters of the State for hazards or remove same; and to manage the Penobscot Corridor.

ORGANIZATION: The Bureau of Parks and Recreation originated in 1935 with the establishment of a State Park Commission consisting of five members, including the Commissioner of Inland Fisheries and Game and the Forest Commissioner, ex officio, and three citizen members appointed by the Governor with the advice and consent of the Council. The Commission was renamed Maine State Park and Recreation Commission in 1963 to meet federal requirements for U.S. Bureau of Outdoor Recreation funds. Administration of the Allagash Wilderness Waterway was assigned to the Commission in 1965. In 1971, the Commission was abolished and its duties assumed by a new Parks and Recreation Department which, in state government reorganization of 1973, became the Bureau of Parks and Recreation in the Department of Conservation. The acquisition and development units were expanded and elevated to a departmental level division of Real Property Management, effective July 1, 1984.

PROGRAM:

Operations and Maintenance. During the year 1987-1988, the Operations and Maintenance Division provided recreational and educational opportunities for more than 2.24 million state park and historic site visitors.

The Division manages 34 state parks, 16 historic sites, the Allagash Wilderness Waterway, the Penobscot River Corridor, the Bigelow Preserve, and 52 public boat ramp facilities. This division also monitored public use at 45 undeveloped properties, 15 conservation easement areas, and 70 state-owned, locally operated parks and boat access sites.

The Operations and Maintenance Division continued to pursue the goal of providing a varied, year-round, high quality recreational and educational experience for its visitors. Projects included major repair or restoration initiatives at 15 parks and 4 historic sites. New programs included the development of cross-country skiing trails at three parks and an ATV trail at one park, in addition to up-graded education programs at several parks and historic sites.

Campsite fees were increased by $1.00 at all camping parks in order to offset operational costs. In addition, a state park campsite reservation system went into effect on June 4, 1988, providing a new service to park visitors as well as increased use and awareness of state campground facilities.

Division of Planning and Research. During FY 88 the following studies and/or reports were completed: (1) inventories and computerization of public and private outdoor recreation areas and facilities, (2) the 1987-1989 Action Program, a component of the State Comprehensive Outdoor Recreation Plan (SCORP), and (3) a Wetlands Study, also a component of SCORP.

Ongoing efforts include preparation of the 1988 Maine State Comprehensive Outdoor Recreation Plan, compilation of data from a survey of the day-users and campground users of State Parks, preparation of a final Wetlands report, and assistance with the development of a State Park Maintenance Plan process.

Boating Facilities Division. Grants to local communities and others provided new or improved boat access sites at: Oakland-Messalonskee Lake; Litchfield-Pleasant Pond; Eddington-Penobscot River; Harrison-Crystal Lake; Rumford-Androscoggin River; Southwest Harbor-Southwest Harbor; and Phippsburg-Kennebec River. Capital expenditures on state owned sites provided new or improved boat access sites at: Washington-Washington Pond; Woodstock-Bryant Pond; Mt. Vernon-Flying Pond; T6R11WELS-Chamberlain Thoroughfare; and Robbinston-St. Croix River.

Off-Road Vehicle Division. Development and administration of an All-Terrain Vehicle Program was added to the Bureau's program during FY 87. This responsibility was added to the Snowmobile Program supervisor's job description and an ATV coordinator was hired in February to handle the development and administration duties.

Snowmobile Program. The program has continued to work closely with the 266 active snowmobile clubs, providing them with assistance in program and membership development. Assistance was also provided, both technical and financial, to clubs and interested municipalities with trail planning, development and winter grooming. The program also continued its close working relationship with the Maine Snowmobile Association in a variety of snowmobile related activities such as regional meetings, workshops, and the interconnecting trail system.

During the past fiscal year the program processed 199 club grant applications, approving 194; approved 62 municipal projects which involved 83 municipal and/or county governments and several unorganized townships; and awarded 3 contracts to individuals to maintain approximately 90 miles of regionally significant trails in relatively remote sections of northern Maine. The total trail mileage included in all the snowmobile grant projects was 8,572, a slight increase over the 1986-87 season. The total expenditure under the club and municipal grants during the 1987-88 season was $354,476. The program continued the administration of five major snowmobile trail systems located on both state and private land and several smaller use areas within the State Park system, as well as the snowmobile trail network in the Evans Notch District of the White Mountains National Forest.

The ITS (Interconnecting Trail System) was complete and operational, extensions of some trails were realized and others were in the development stage. A map was printed of the ITS, including the state administered areas as well as other information and educational material about program services and state statutes.

ATV Program. During the past few months the program has helped develop and register 26 ATV clubs and assisted the Maine All-Terrain Vehicle Association in the further development of its program. Trail signs are available from the program and development of information and educational material is ongoing. A funding mechanism for club trails has been developed and several projects have been approved.

One State administered trail is being developed in a State Park. Also, several abandoned railroad right-of-ways are being incorporated into a multi-use trail system.

The Maine Rivers Program. The Maine Rivers Program was created in 1985 to coordinate the planning and management of recreation on Maine rivers, assure public access to the State's rivers, and provide for the protection of river resources. The program is managed by the Maine Rivers Coordinator, who works with state agencies, private landowners, the Saco River Corridor Commission, the Saco River Recreational Council, sportsmen's groups, local river interest groups, and land trust organizations to develop and implement creation management plans and to facilitate securing, improving, and developing public access along Maine rivers. During FY 88 the Rivers Coordinator worked with a consortium of resource agencies to produce the "Moose River Bow Trip: Resource Assessment" to guide future recreation and resource management efforts along a river that supports one of Maine's most popular canoe trips. The Rivers Coordinator also worked with the Department of Inland Fisheries and Wildlife to acquire a 3 acre public access on the St. George River in the Town of Appleton. The Rivers Coordinator is facilitating the establishment of the St. Croix International Waterway Commission and will continue to work with the Commission in the development of a recreation and resource management plan for the waterway. The Rivers Coordinator also coordinates review of hydropower projects for the Department of Conservation and provides comments, through the coordinated state agency review process, to applicants seeking federal and state licenses and permits to develop or redevelop hydropower projects.

LICENSES, PERMITS, ETC.:

Boating Facilities Division: Permit to place buoys, markers or structures on or adjacent to the Inland Waters of the State.

Operations & Maintenance: Allagash Wilderness Waterway Timber Harvesting Permits.

PUBLICATIONS:

1. Outdoors in Maine—free
2. The Allagash Wilderness Waterway—free
3. Rules & Regulations for State Parks and Historic Sites—free
4. Rules & Regulations for the Allagash Waterway—free
5. Maine Public Facilities for Boats Program—free
6. Maine Uniform State Waterway Marking System and Rules & Regulations—free
7. 1987-89 Action Program—free
8. Statewide Snowmobile Trail Map—free
9. All-Terrain Vehicle Trail Marking Techniques—free
10. Brochures on Club & Municipal Grant Information—free
11. Moose River Bow Trip: Resource Assessment—free
12. Review of Current Recreational Boating Use of the Dead River and Rapid River—free
13. The Maine Rivers Study—free
14. Various brochures on specific parks and historic sites

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PARKS AND RECREATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,886,245	2,535,732	342,932		7,581	
Health Benefits	149,507	121,212	28,248		47	
Retirement	498,301	434,903	62,024		1,374	
Other Fringe Benefits	24,111	21,161	2,840		110	
Computer Services—Comm.	11	11				
Computer Services—State	377	17	360			
Other Contractual Service	440,595	310,494	128,123		1,978	
Rents	28,499	11,109	17,390			
Commodities	138,180	89,489	48,609		82	
Grants—Subsidies—Pensions	548,427	116,372	432,055			
Buildings and Improvement	42,515		42,515			
Equipment	246,153	78,131	144,522		23,500	
Interest—Debt Retirement	302	301	1			
Transfers to Other Funds	14,550		14,336		214	
TOTAL EXPENDITURES	5,017,773	3,718,932	1,263,955		34,886	

MAINE GEOLOGICAL SURVEY

WALTER A. ANDERSON, DIRECTOR

Central Office: AMHI—Ray Building *Telephone:* 289-2801
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: August 28, 1973 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 060; *Citation:* 12 M.R.S.A., Sect. 541

Average Count—All Positions: 16 *Legislative Count:* 15

Organizational Units:
Administration, Mineral & Technical Services
Hydrogeology Division
Bedrock and Surficial Geology Division
Marine Geology Division
Cartography & Publications Division

PURPOSE: The Maine Geological Survey was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Survey is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other State and Federal agencies; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Maine Geological Survey was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962 and, in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, it was again transferred and reestablished within the Department of Conservation.

PROGRAM: The Maine Geological Survey's principal programs involve physical resource inventories and evaluation as carried out by the following divisions within the Maine Geological Survey.

Bedrock and Surficial Geology Division. This Division deals with the basic geologic mapping and interpretation of: surficial materials such as sand, gravel and clay, and bedrock mapping and interpretation of rock types and rock structures. This basic geologic mapping effort is the foundation for the evaluation, appraisal and inventory of specific physical resources, mineral occurrences, and geologic hazards in the State of Maine. This Division is involved in cooperative and applied programs with the U.S. Geological Survey, the Nuclear Regulatory Commission, and the U.S. Department of Energy.

Hydrogeology Division. This Division inventories ground and surface water conditions, with emphasis on ground water supply and prevention of ground water pollution. Studies are conducted by the Division in cooperation with the U.S. Geological Survey and the Maine Department of Environmental Protection. Water well records are obtained on a voluntary basis from drillers throughout the State. Maps depicting ground water flow, yield and depth have been prepared for sand and gravel aquifers in the inhabited portions of the State. The Division has completed a study of yield and water quality of significant aquifers in southern, central, and eastern Maine. The mapping is now in progress for Aroostook County. The study includes evaluation of land use over aquifers and its effects on ground water quality. A pilot bedrock aquifer mapping program continues.

Cartography and Publications Division. This Division prepares and publishes the results of the Survey's geologic field investigations and research projects. The Division operates a cartographic production facility which includes a drafting section, a photographic darkroom, and a diazo reproduction center. The Division produces maps ranging from single-color diazo prints to multi-color printed geologic quadrangles.

Marine Geology Division. The Marine Geology Division conducts research in the Gulf of Maine and provides technical services to other State agencies involved in the coastal zone. A search for beach nourishment sources, dredge spoils disposal sites and ore minerals is being conducted on the sea floor with funding from the minerals management service. The Division is also conducting sea level rise and subsurface geologic studies along the coast in cooperation with the Nuclear Regulatory Commission and the University of Maine. The Division has provided technical comments to the Department of Environmental Protection on the Sand Dune and Wetlands Acts, and to the Maine Sea Grant and the State Planning Office regarding the merit of research proposals in the coastal zone.

Administration, Mineral, and Technical Services. The Maine Geological Survey and the Bureau of Public Lands have administrative jurisdiction over prospecting and mineral development on those lands owned or held in trust by the State of Maine that are open for mineral exploration. This jurisdiction extends over 400,000 acres of public lands, the littoral bottom to three miles, and all lake bottoms, but not to mineral activities on private or federal lands. In the case of the latter two, permission should be obtained from the landowner or the appropriate management agency.

Procedures for exploration, claiming, and mining state lands are outlined in the "Mining on State Lands Statutes," copies of which may be obtained from the Survey. Exploration permits and claim recording applications, as well as mining leases must be obtained from the Survey. Mineral development on state held lands is subject to the appropriate environmental regulations as well. The Survey also maintains an active file of current mineral development activities on state lands.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land
1. Exploration Permit
2. Claim Recording Certificates
3. Land Use Ruling
4. Mining Leases on State Land
5. Machinery and Explosives for Exploration

PUBLICATIONS: The Survey publishes technical reports concerning surficial, ground water, bedrock, and marine geology. Numerous recent maps and reports have been prepared for the planner and layman. Several of the Survey's publications are listed below. Please add 5% state sales tax to the purchase price when ordering.

Informational Literature:

Publications List—contains a complete listing of available Survey publications. (free)

Index Map Series—a series of maps which indicate coverage of surficial, bedrock, marine, ground water, and wetlands map series (free)

Open-File Reports and Maps: a series of preliminary reports and maps available as diazo copies. Contact the Survey for a full listing of open-file information and prices. Several open-file map series are listed below.

Reconnaissance Surficial Geology Maps
Reconnaissance Bedrock Geology Maps
Sand and Gravel Aquifer Maps
Coastal Marine Geologic Environments Maps
Fresh-Water Wetlands Maps

Publications:

Bedrock Geologic Map of Maine, scale 1:500,000, compiled and edited by Philip H. Osberg, Arthur M. Hussey II, and Gary M. Boone. Price $5.00

Surficial Geologic Map of Maine, scale 1:500,000, compiled and edited by Woodrow B. Thompson and Harold W. Borns, Jr. Price $4.50

Geologic Map of the Portland Quadrangle, Maine, by Arthur M. Hussey II; 1971Price: $2.85

The Geology of Mount Blue State Park, by Kost A. Pankiwskyj; 1965 Price $.50

The Geology of Sebago Lake State Park, by Arthur L. Bloom; 1959 Price $.75

The Geology of the Two Lights and Crescent Beach State Parks Area, Cape Elizabeth, Maine, by Arthur M. Hussey II; 1982 Price $3.25

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GEOLOGICAL SURVEY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	416,474	393,195	2,842		20,437	
Health Benefits	24,001	22,748	284		969	
Retirement	77,129	72,909	515		3,705	
Other Fringe Benefits	3,300	3,237			63	
Computer Services—Comm	1,767	621			1,146	
Computer Services—State	1,658	116			1,542	
Other Contractual Service	288,162	231,570	230		56,362	
Rents	38,707	35,573			3,134	
Commodities	18,535	16,296			2,239	
Grants—Subsidies—Pensions	134,241	111,000	10,000		13,241	
Equipment	1,000	1,000				
Transfers to Other Funds	5,030		1,512		3,518	
TOTAL EXPENDITURES	1,010,004	888,265	15,383		106,356	

SECTION OF GEOGRAPHIC BASED INFORMATION SERVICES

WALTER ANDERSON, CHIEF EXECUTIVE
JIM REA, Deputy Chief Executive

Central Office: Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: July 1, 1985 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 064; *Citation:* 12 M.R.S.A., 1752
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The section of Geographic Based Information Services (GIS) was established to provide services, such as:

1. Digitizing geographic data;
2. Analysis and manipulation of geographic data;
3. Storage and retrieval of geographic data;
4. Plotting of graphical and printing of tabular geographic data;
5. Production of tables and estimates; and
6. Data processing activities limited to provision of geographic based information.

ORGANIZATION: The GIS is located organizationally at the Department level. The Director, Maine Geological Survey, is assigned overall responsibility for the section, and reports directly to the Commissioner.

The section is staffed by a Computer Mapping Supervisor.

PROGRAM: In its first year of operation the GIS has been involved in a number of projects. They include:

1. State Planning Office Cumulative Impact Study on 14 towns. Nine data levels are being entered for each town from various sources including aerial photography, topographical maps and resource maps of wetlands, wildlife, scenic areas, etc.
2. Wetland study to compare the locations of wetlands determined by various state agencies.
3. Entering soil classifications for York County for the Soil Conservation Service.
4. Entering beach information to study erosion and zoning requirements.
5. Forest survey and mid-cycle update.
6. Bureau of Public Lands unit plans.
7. Maine Geological Survey/U.S. Geological Survey cooperative projects on two quadrangles in York County.
8. Finishing up Spruce Budworm Mapping.

All projects have been carried out as pilot projects with two objectives:

a. Determine the capabilities of the GIS and operating constraints, and
b. Produce a useful product for the user at a reasonable cost.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SECTION OF GEOGRAPHIC BASED INFORMATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	26,646					26,646
Health Benefits	1,391					1,391
Retirement	4,831					4,831
Other Fringe Benefits	90					90
Computer Services—Comm.	1,693					1,693
Other Contractual Service	6,842					6,842
Commodities	7,166					7,166
Interest—Debt Retirement	4					4
Transfers to Other Funds	2,803					2,803
TOTAL EXPENDITURES	51,466					51,466

BUREAU OF PUBLIC LANDS

C. EDWIN MEADOWS, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October, 1973 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 063; *Citation:* 12 M.R.S.A., Sect. 551

Average Count—All Positions: 35 *Legislative Count:* 0

Organizational Units:
Operations
Planning
Financial Management

PURPOSE: The Bureau of Public Lands, a dedicated revenue agency, is responsible for the management and administration of Maine's 450,000 acres of Public Reserved Lands, Submerged Lands, the Coastal Island Registry and other public lands as provided by law. It was created in 1973 by the 106th Legislature.

ORGANIZATION: The Bureau of Public Lands is divided into five administrative divisions (Business Management, Planning, Operations, Silviculture, and Recreation) and four Regional Offices. The Business Management Division, in addition to overseeing business and financial matters, is responsible for the Submerged Lands Program and management of coastal islands under the Bureau's jurisdiction. The Planning Division is responsible for formulation of policy and land use plans, land acquisition and communications. The Operations Division and the four field offices are concerned primarily with the administration of resource programs on the Public Reserved Lands. The Silviculture Division has primary responsibility for timber management. The Recreation Division has primary responsibility to formulate recreation policies and develop recreation sites. Field offices are located in Augusta (Southern Region), Farmington (Western Region), Presque Isle (Northern Region) and Old Town (Eastern Region).

PROGRAM: The following material deals with (1) Public Reserved Lands, (2) Submerged Lands, (3) Coastal Islands and (4) Institutional Lands.

1. THE PUBLIC RESERVED LANDS.

Historical Perspective. The primary workload of the Bureau is associated with the management of the Public Reserved Lands—a task which was initiated to expand the management program on this landbase, making it more available for public use and enjoyment and recapturing outstanding timber and grass rights which were sold to various private interests during the latter half of the 19th Century.

This landbase remains from the original sale of the public domain (1786-1878), when the Massachusetts General Court (and later the Maine Legislature) reserved land for public purposes from the sale of each township. In 1973, about 400,000 acres of this reserved land remained. It was scattered throughout the Unorganized Territory in parcels of roughly 1,000 acres or less.

Development of the Landbase. Through a combination of litigation and land trades with surrounding private landowners, the State has succeeded in recapturing exclusive title to the entire 400,000 acres and has expanded the system by an additional 50,000 acres. About 300,000 acres are now consolidated into 20 management units ranging in size from 3,000 to 30,000 acres.

The Management Program. The Bureau administers these lands under the principles of multiple use-sustained yield management, which means that all resource values are considered in the development of management plans and that the production of goods and services is undertaken in such a manner as to ensure the long term productivity of the landbase. The primary elements of this program include: commercial forestry, wildlife management, opportunities for dispersed/primitive recreation, maintenance of soil and water quality, preservation of aesthetic values and protection of species and habitat. Although the program is described as "multiple use", it is more properly applied as "dominant use"—which acknowledges that some portions of the landbase are more suited for a particular type of management than others. Thus, a remote area of the forest may be managed principally for commercial forestry (the dominant use) with supporting consideration for wildlife; and a shoreland zone along a river, although designated for wildlife management, will also be incorporated within the Bureau's recreational program.

Resources. The following material reflects a summary of the Bureau's resource programs, as contained in policies adopted in 1985.

(1) Timber Management. Timber management is the chief manipulative tool available for the management of the forest environment whether for commercial purposes (revenue production), recreation site development, road construction or wildlife habitat improvement. It is estimated that the commercial forest within the Public Reserved Lands System (land capable of producing 20 cubic feet of wood per acre per year—and available for harvest) extends over 290,000 acres. On an annual basis, the Bureau removes between 80,000 and 100,000 cords of timber. The revenue from the sale of this wood is deposited within a Public Reserved Lands Management Fund and used by the Bureau to cover program and operating costs.

(2) Recreation. The consolidated management units within the Public Reserved Lands System embrace some of the most picturesque areas of the Maine landscape, including both alpine and water resources ideally suited for recreational use. Among the more notable areas are the Mahoosuc and Bigelow Mountain ranges of Western Maine, both of which include portions of the Appalachian Trail; the Deboullie-Red River country of northern Aroostook County; and portions of the eastern lake country in Washington and Hancock Counties. Printed recreational materials are available from the Bureau for people interested in visiting these areas. The Bureau's management program in these areas is geared to dispersed, primitive recreation, emphasizing the quality of the "backcountry" experience in isolated locations, as opposed to high-density development normally associated with Parks. An additional part of the Bureau's recreation program is devoted to camplot leases — some 300 of which exist on the Public Reserved Lands, as a result of policies in effect years ago. Although the Bureau will take no action to jeopardize existing leaseholders, it will not issue any new leases.

(3) Wildlife. The Bureau's wildlife program—which is an integral part of the timber program—stresses diversity of (timber) species and age-classes to provide the broadest spectrum of habitat opportunities for all indigenous wildlife populations. Of particular significance, the Bureau has incorporated into its general management program the identification and management of "riparian zones"—a strip along all water resources and wetlands in which wildlife resources are managed as the "dominant" of the several multiple uses.

(4) Soil/Water Management. All management activities are designed, in accordance with standards of the Land Use Regulation Commission, to either maintain or improve existing soil and water quality.

(5) Visual Resources. Along waterways, through travel influence zones (major roads) and in sensitive mountain areas exposed to public view, timber harvesting is modified to retain as much of the natural character of the landscape as possible.

(6) Critical Areas. Working with the State Planning Office the Bureau has surveyed about 100,000 acres of the Public Reserved Lands System, seeking both areas and species of special significance, which should be excluded from the normal management program and set aside for protection.

(7) Other Uses. At the discretion of the Director, as prescribed in the Statutes, the Public Reserved Lands may also be made available for the construction of public roads, power lines, mining, mill and water rights and a number of other activities which serve the general public interest.

2. SUBMERGED LANDS.

The people of the State of Maine have a proprietary interest in the several thousand miles of submerged lands which underly Maine's coastal waters, as well as to the bottoms of all Great Ponds (10 acres or larger), which comprise inland waters. The Bureau of Public Lands is responsible for administering the use of this landbase, ensuring that the "public" has access to the State's waters and that they are properly compensated in those situations where such land is devoted to the private and exclusive use of individuals and organizations for commercial purposes. A policy governing the use and administration of these lands was adopted in 1986.

3. COASTAL ISLANDS.

The Coastal Island Registry, created by the Legislature in 1973, resides within the Bureau of Public Lands. The purpose of the registry is to examine and clarify titles to Maine's Coastal Islands—principally, to identify islands which are properly in public ownership and to remove any question which may exist with respect to potential public interest in purportedly private islands. In the course of its work, the Registry has examined the titles of roughly 1,500 privately claimed islands, identifying incurable defects in an estimated 100 and incorporating into public administration some 1,300 islands for which no private claim or title has been advanced. Succeeding phases of this program will involve (1) publication of lists of both public and private islands, (2) entry of these lists into the appropriate registries of deeds and (3) identification and preparation of management plans for those islands suitable for public use. Of the 1,300 islands for which no private claim was discovered, about 300 have been leased or transferred to other agencies of State government, conservation organizations and municipalities—in order to ensure that they are managed in a fashion most consistent with their character and resources. A user guide to selected state owned islands on the Maine Coast is available for people interested in visiting this unique resource.

4. INSTITUTIONAL LANDS.

The Bureau manages a number of tracts which have been declared as "surplus" to other agency programs. These are chiefly former institution lands, such as those which once supported the agricultural enterprise of the Augusta Mental Health Institute. Although these lands are now managed for a variety of uses (agriculture, recreation, etc.), their primary purpose is to be available to cover the future administrative needs of State government.

LICENSES, PERMITS, ETC.:

Permits:
  Timber Stumpage
  Gravel
Leases:
  Submerged Lands
  Right of Way
  Agricultural
  Public Land (includes a variety of possible uses)

PUBLICATIONS:

Recreation and Management brochures

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC LANDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	768,313		768,313			
Health Benefits	48,964		48,964			
Retirement	131,788		131,788			
Other Fringe Benefits	7,148		7,148			
Computer Services—Comm.	518		518			
Computer Services—State	36		36			
Other Contractual Service	289,940		289,940			
Rents	26,443		26,443			
Commodities	35,729		35,729			
Grants—Subsidies—Pensions	25,493		18,089		7,404	
Purchases of Land	1,667,826		1,667,826			
Buildings and Improvement	2,788		2,788			
Equipment	163,615		163,615			
Interest—Debt Retirement	15		15			
Transfers to Other Funds	28,755		28,755			
TOTAL EXPENDITURES	3,197,371		3,189,967		7,404	

COASTAL ISLAND REGISTRY

LESLIE WILES

Central Office: Ray Building, A.M.H.I. *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: July 5, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 069; *Citation:* 33 M.R.S.A., Sect. 1203
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

ORGANIZATION: The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands, where it currently resides, 33 M.R.S.A., Chapter 25.

PROGRAM: The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Public Lands by their purported owners. The Bureau is then directed to search all registered titles to determine the "true" owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title. (See report for Bureau of Public Lands.)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Lands.

MAINE LAND USE REGULATION COMMISSION

PAUL B. FREDERIC, DIRECTOR

Incoming WATS Line: 1-800-452-8711
Central Office: AMHI—Harlow Building *Telephone:* 289-2631
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: October 1, 1969 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 061; *Citation:* 12 M.R.S.A., Sect. 683
Average Count—All Positions: 18 *Legislative Count:* 18

PURPOSE: The Maine Land Use Regulation Commission was established in 1969 to serve as the planning and zoning board for areas of Maine which lacked local governments empowered to exercise local land use controls. It is responsible for promoting the health, safety and general welfare of the people of the State of Maine by planning for the proper use of the resources within its jurisdiction and guiding land use activities to achieve this proper use. The Commission's jurisdiction includes over 10 million acres in the northern and western parts of the State which occur in townships, towns and plantations which have no local land use controls. The primary responsibilities of the Commission are to prepare a comprehensive land use plan for these areas; to determine the boundaries of areas within the unorganized areas of the State that fall into the various land use districts (zoning); to prepare land use standards for each district; and to review applications for development in the unorganized areas of the State.

ORGANIZATION: The Maine Land Use Regulation Commission is a bureau in the Department of Conservation.

PROGRAM: In FY 1988, while the Commission conducted a normal business agenda and handled a significantly increased number of permit applications over previous years, it continued efforts to: (1) streamline the Commission's permitting process; (2) plan for policies toward protecting lakes with unusual natural values and guiding development to those lakes which are suitable for it; (3) implement the recommendations of a Forestry Issues Committee to improve protection of the forest environment while increasing operating flexibility for the forest industry; and (4) improve its enforcement, education and compliance programs.

LICENSES, PERMITS, ETC.:

Permits: (Plantations and Unorganized Townships):
- Building
- Development
- Subdivision
- Road Construction
- Bridge Construction
- Zoning Petitions
- Forestry Operations
- Utility Line Extensions
- Hydropower Projects

PUBLICATIONS:

Building in the Wildlands of Maine	No Charge
Subdividing in the Wildlands of Maine	No Charge
Comprehensive Land Use Plan for the Unorganized Areas of the State of Maine—1983	No Charge
Statutes Administered by LURC	No Charge
Land Use Districts and Standards	No Charge
Land Use Handbook (Complete Set)	No Charge
Section 1, Your Land	No Charge
Section 2, Maine Land Use Laws	No Charge
Section 3, Maine Land Use Regulation Commission	No Charge
Section 4, How to Apply for a L.U.R.C. Building Permit	No Charge
Section 5, Design Ideas	No Charge
Section 6, Erosion Control on Logging Jobs	No Charge
Section 6, Erosion Control on Logging Jobs (French Version)	No Charge

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	373,546	373,546				
Health Benefits	21,597	21,597				
Retirement	61,685	61,685				
Other Fringe Benefits	2,391	2,391				
Other Contractual Service	176,767	176,767				
Rents	13,176	13,176				
Commodities	6,946	6,946				
Grants—Subsidies—Pensions	1,266	1,266				
Interest—Debt Retirement	32	32				
TOTAL EXPENDITURES	657,406	657,406				

COUNCIL OF ADVISORS ON CONSUMER CREDIT

NEIL SHANKMAN, CHAIRMAN

Central Office: Gardiner Annex, Northern Ave., Gardiner *Telephone:* 582-8718
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1973 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 435; *Citation:* 9A M.R.S.A., Sect. 6.301
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The council advises and consults with the administrator of the Bureau of Consumer Credit Protection concerning the exercise of his powers under the law and may make recommendations to him. Members of the council may assist the administrator in obtaining compliance with the law.

ORGANIZATION: The Council of Advisors on Consumer Credit consists of 12 members, who are appointed by the Governor. One of the advisors shall be designated by the Governor as chairman. In appointing members of the council, the Governor must seek to achieve a fair representation from the various segments of the consumer credit industry and the public. The term of office of each member of the council is 4 years. A member chosen to fill a vacancy arising otherwise than by expiration of term is appointed for the unexpired term of the member whom he is to succeed. A member of the council is eligible for reappointment.

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Consumer Credit Protection, Department of Professional and Financial Regulation.

MAINE CORRECTIONAL ADVISORY COMMISSION

ROBERT CARLSON, CHAIRMAN
KATHY L. ALLEN, Contact

Central Office: State Office Bldg., Augusta *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 03, *Umbrella:* 92; *Unit:* 047; *Citation:* 34A M.R.S.A., Sect. 1204
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major duties of the Maine Correctional Advisory Commission are to act in an advisory capacity to the Commissioner, Department of Corrections, in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of the State of Maine. To this end, the commission regularly advises the executive, legislative and judicial branches of government concerning correctional policy and issues a report containing the results of its studies to the Legislature, the Governor and the Commissioner on December 31st of each year. The commission meets as often as necessary at the discretion of its chairman, and adopts its own rules of procedure to carry out its duties.

ORGANIZATION: The Maine Correctional Advisory Commission is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 10 representative citizens appointed by the Governor, including at least one full-time non-administrative employee from the correctional system and at least one former inmate of the correctional system. The Governor designates the chairman. Four appointments are made for terms of three years, three for two years and three for one year. Each member of the commission may receive a per diem expense allowance equal to that received by Legislators during a special session and may receive additionally his actual and necessary expenses incurred in the performance of duties pertaining to his office. In addition, the commission is authorized to receive public and private grants to aid in defraying the costs of its operation.

PROGRAM: The Correctional Advisory Commission acts in an advisory capacity to the Commissioner of Corrections in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of Maine.

The Commission meets as often as necessary at the discretion of its Chairman.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $55.00 in FY 88 and are, by administrative decision, included with those of the Department of Corrections.

DEPARTMENT OF CORRECTIONS

DONALD L. ALLEN, COMMISSIONER

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1981 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit;* 201; *Citation;* 34A M.R.S.A., Sect. 1202

Average Count—All Positions: 976 *Legislative Count:* 1068

Organizational Units:
Division of Probation and Parole
State Prison
Juvenile Justice Advisory Group
Office of Advocacy
State Parole Board
Maine Correctional Center
Maine Youth Center
Charleston Correctional Facility
Downeast Correctional Facility

PURPOSE: The Department of Corrections was established to control all of the state's correctional facilities, provide for the safety of guards and committed offenders, undertake appropriate programming for the classification, education and rehabilitation, and maintenance of committed offenders and to assure an effective system for the supervision of parolees and probationers.

The Department is responsible for the direction and general administrative supervision of the Maine State Prison, the Maine Correctional Center, the Charleston Correctional Facility, the Maine Youth Center, the Downeast Correctional Facility and the Division of Probation and Parole.

The Department is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; to establish programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Corrections. The Department is authorized to expend correctional institution appropriations on persons within that portion of its sentenced or committed populations participating in halfway house, pre-release, vocational training, educational, drug treatment or other ocrrectional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed, for the purpose of defraying the direct and related costs of such persons participation in such programs. The Department of Corrections may provide or assist in the provision of correctional services throughout the State as authorized by Maine law, and the Department is responsible for setting standards and inspection of municipal and county jails.

ORGANIZATION: The Department of Corrections was created by the Legislature in 1981 to improve the administration of correctional facilities, programs and services for committed offenders.

PROGRAM: The program activities of the Department are discussed in the individual reports of its program components except for the following:

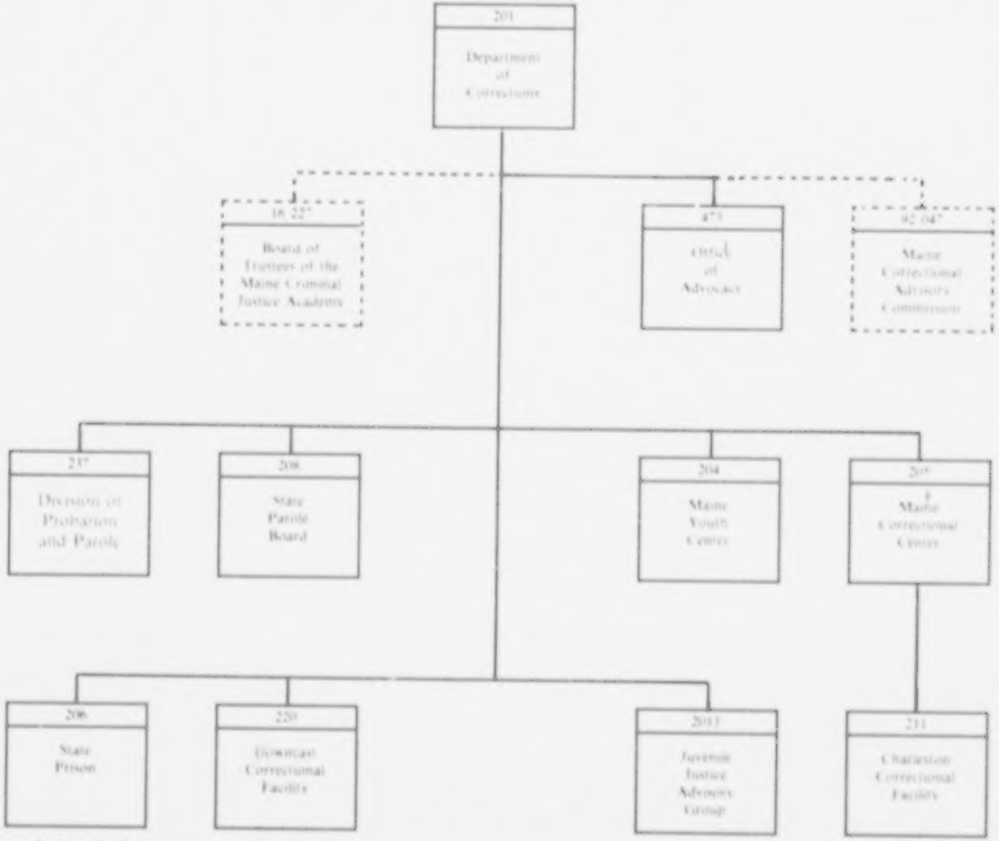
Community Corrections. The Department of Corrections has been successful in its efforts to continue adult halfway houses to accommodate work released from the State institutions and county jails.

A State-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, charitable nonstock corporations, local and county governmental units and State agencies.

The 108th Legislature merged this program with the Community Correctional Services program which in the past was used mostly for the purpose of services for youthful offenders.

The program is also funded for mental health services to correctional clients including those having drug and alcohol problems. Another program, in conjunction with our adult institutions develops jobs for inmates who are to be released within a short period of time.

ORGANIZATIONAL CHART
DEPARTMENT OF CORRECTIONS
UMB 03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Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF CORRECTIONS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	24,529,837	24,069,096	96,775		267,702	96,264
Health Benefits	1,593,546	1,562,924	6,888		18,670	5,064
Retirement	5,317,976	5,227,134	17,545		48,709	24,588
Other Fringe Benefits	167,847	164,237	363		2,987	260
Computer Services—Comm	16,492	14,417			2,075	
Computer Services—State	32,235	32,235				
Other Contractual Service	6,247,020	5,783,761	279,829		44,998	138,432
Rents	172,730	169,570			390	2,770
Commodities	3,099,060	2,960,807	15,704		23,275	99,274
Grants—Subsidies—Pensions	3,162,682	2,899,998	123,051		139,633	
Buildings and Improvement	4,329,380	434,758				3,894,622
Equipment	604,707	538,770	26,004		37,800	2,133
Interest—Debt Retirement	585	585				
Transfers to Other Funds	378,416	29	3,818		2,856	371,713
TOTAL EXPENDITURES	49,651,513	43,858,321	569,977		599,095	4,634,120

Correctional Training Program. The 108th Legislature passed into law mandatory training for all correctional officers working in municipal, county and state correctional facilities. The Department coordinated the development of the curriculum for this training with the cooperation of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

Jail Inspections. The Department continues to set standards and inspect all county and municipal jails and detention centers.

PUBLICATIONS:

Evaluation and Plan, Maine Juvenile Code, January 1982

A report by the Department of Mental Health and Corrections stating the existing conditions of juvenile services and needs in the State of Maine and the immediate steps the Department is taking to develop programs and services which are needed by the youth of the State.—Free.

Adult Correctional Plan—1978

The plan states existing conditions dealing with adult correctional offenders in the State of Maine and designates their needs as they pertain to all aspects of correctional programming. The plan specifies the immediate steps that the Department is taking to better meet the needs of the offenders in the State of Maine.—Free

County and Municipal Jail Standards—1981

The Standards were compiled by the Department of Corrections with input from the Maine Chief's of Police Association, numerous sheriff's departments and other agencies.—Free.

County Jail Inspection Reports—1981

The Jail Report is done in compliance with Title 34, M.R.S.A. 1964 and amended by P.L. 1967 C248, P.L. 1969, C258 and regulations set forth relating to "Standards for County Jails" and status conditions found in county jails.—Free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF CORRECTIONS (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,002,664	843,781	96,775		62,108	
Health Benefits	55,929	44,496	6,888		4,545	
Retirement	183,734	154,929	17,545		11,260	
Other Fringe Benefits	5,008	4,307	363		338	
Computer Services—Comm.	10,538	8,463			2,075	
Computer Services—State	5,702	5,702				
Other Contractual Service	2,222,976	1,933,882	276,557		12,511	26
Rents	10,471	10,081			390	
Commodities	469,456	465,468	3,694		294	
Grants—Subsidies—Pensions	2,429,295	2,167,321	123,001		138,973	
Buildings and Improvement	4,306,577	413,517				3,893,060
Equipment	30,101	12,051			18,050	
Interest—Debt Retirement	32	32				
Transfers to Other Funds	4,607		3,637		970	
TOTAL EXPENDITURES	10,737,090	6,064,030	528,460		251,514	3,893,086

OFFICE OF ADVOCACY

EARL C. MERCER, CHIEF ADVOCATE

Central Office: Room 400, State Office Building, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: January 15, 1984 *Sunset Review:* Not Established
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 473; *Citation:* 34A M.R.S.A., Sect. 1203
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Office of Advocacy is established within the Department of Corrections to investigate the claims and grievances of committed offenders, informally adjusted juveniles and contract clients, and to advocate for compliance by the Department, any correctional facility, or any contract agency with all laws, administrative rules, and institutional and other policies relating to the rights and dignity of committed offenders, informally adjusted juveniles, and contract clients.

ORGANIZATION: The Office of Advocacy of the Department of Corrections was created with the formation of the Department of Corrections as a separate department in 1981. Prior to that time, advocacy services had been provided to correctional clients through the Office of Advocacy of the Department of Mental Health and Corrections. The Department of Corrections has a full-time Chief Advocate located at the Central Office, a full-time Advocate at the State Prison in Thomaston and half-time Advocates at the Maine Youth Center and the Maine Correctional Center. Advocacy services at the other institutions are handled by the Chief Advocate and by other institutional counseling staff in cooperation with the Chief Advocate.

PROGRAM: The Office of Advocacy receives complaints and requests from prisoners at all institutions and facilities operated by the Department of Corrections. The Office is also frequently contacted by family members and by persons from other public and private agencies with advocacy concerns. Complaints are investigated and reports and recommendations are provided directly to the Commissioner of Corrections. The Chief Advocate also attends policy meetings and serves as advisor to Correctional Administrators on Rights Issues and Policy and Procedure as they affect prisoner rights.

The Office of Advocacy also provides for civil legal services to correctional clients through a contract agreement with a legal services provider in the community. This contract agreement also provides for post conviction review and access to Maine courts for Maine prisoners who have been transferred by the Department to Federal Institutions and other State Correctional Institutions.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

CHARLESTON CORRECTIONAL FACILITY

JEFFREY D. MERRILL, DIRECTOR

Central Office: Charleston, Maine *Telephone:* 285-3307
941-3055

Mail Address: RR#1, Box 1400, Charleston, Maine 04422

Established: 1980 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 211; *Citation:* 34A M.R.S.A., Sect. 3601

Average Count—All Positions: 61 *Legislative Count:* 76

PURPOSE: The purpose of this facility is to confine and rehabilitate inmates that are transferred from the Maine Correctional Center located in South Windham, or the Maine State Prison located in Thomaston, and who are sentenced to these facilities pursuant to MRSA Title 15, Section 2611. Charleston Correctional Facility is designed to serve as an intermediate step between the main institutions and the pre-release facilities located in various parts of the State. Charleston was opened in November, 1980, to assist in the alleviation of overcrowding in the larger institutions and to provide a greater degree of flexibility and progression in the State's Correctional System.

ORGANIZATION: The Charleston Correctional Facility is located on the site of the former Charleston Air Force Base in Charleston, Maine The Charleston Correctional Facility became operational in November of 1980. The State of Maine was able to commence operation by securing a temporary lease with the Federal Government. The State has since acquired a 30-year lease for the facility. In late 1985, the Charleston Correction Facility was removed from the administrative structure of the Maine Correctional Center and has assumed primary responsibility for its own development and operation.

PROGRAM: The Charleston Correctional Facility is responsible for the care, treatment, custody and security of prisoners transferred to the unit. Charleston is a minimum security facility.

All prisoners are classified by a Classification Board at the main institution prior to the transfer to the Charleston Correctional Facility. This board reviews the individual's medical, dental, psychological, educational, theological and program needs. This necessary information is forwarded to the Director of the Charleston Facility. When the individual arrives at Charleston, he appears before a Classification Committee for further determination as to his programmatic requirements.

The two major programs at Charleston are **public work restitution** and **vocational training**. The requests for prisoner labor and skills for restitution projects in the surrounding communities has increased dramatically and has involved a wide range of projects. Restitution requests were comprised of Painting and Refinishing Crews that stripped and stained the Chamber of Commerce building in Dover-Foxcroft, painted the Department of Conservation Forest Service Ranger house in Brownville, painted fire trucks for the towns of Atkinson and East Corinth along with painting snow removal equipment for the town of Charleston, painted the Monson school, Charleston Elementary school, classrooms in Corinna Methodist Church, extensive painting at Bangor Mental Health Institute, and refinished the exterior of the Brewer Historical Society building. The Bradford Baptist Church was reshingled, four (4) cemeteries were cleaned up in Sebec, twenty-six (26) cord of wood was cut, split and stacked for Peaks Kenney State Park in Dover, The Advent Christian Church basement was remodeled as well as the office of the Dover Police Department, and the ceiling was redone at the Ripley Baptist Church. Construction consisted of fabricating signs and picnic tables for the Dover Kiwanis Club. Right of Ways were cleared for many towns along roads and dumps. A warden camp was rebuilt and a pole barn constructed for the Department of Inland Fisheries and Wildlife.

On grounds construction projects included renovation of dormitory offices, facility storerooms and laundry rooms, construction of a 60' x 200' parking lot and an exercise yard that is attached to the Segregation Unit, a new entrance to the kitchen, rewiring the motor pool, and renovation on the Administration offices.

Since the conversion of the boilers to woodburning, prisoners have the opportunity to earn Boiler Operator's Licenses. In the past 12 months, a total of 824 cord of 4-foot wood was cut off the land surrounding the Facility. Utilizing this wood for heat, a savings of 82,400 gallons of heating oil was realized, equaling $40,376.

A vocational training program has been developed at this facility that includes sawmill operator, woodharvesting, building maintenance, and welding. Upon completion of a 16-week vocational training program of their choice, a student is issued a certificate. In addition to the vocational programs, a GED academic program has been developed in which a certificate may be earned upon completion and a Job Readiness Skills Program has provided instruction in the area of interviewing, communicating and hands on math.

Also, with the cooperation of and training by the Department of Conservation, volunteer prisoners from Charleston are trained in fire fighting procedures and have been called out to assist in the "mop-up" of several forest fires over the past five years.

Medical: There are currently two R.N.'s under contract with St. Joseph Hospital who screen minor medical problems for necessary treatment and make any necessary referrals to Dr. Thomas Hayward, the contracted physician in East Corinth. Currently, there are 4 hours per week of psychological services available by a P.H.D.

Dental: Necessary dental care is provided to a prisoner in the main institution prior to transfer to Charleston. When a prisoner at Charleston requires emergency dental work, he is transported by a correctional officer for necessary treatment.

Substance Abuse Counseling: The local AA Chapter meets at the Charleston Facility weekly. Prisoners are welcome to attend and participate. In addition to the AA program, the Department contracts Substance Abuse counseling that involves "one on one" counseling and various group and educational activities. The Substance Abuse Treatment Team includes a full-time Alcohol Abuse Counselor, a half-time Drug Abuse Counselor and 4 hours of services from a licensed Clinical Psychologist.

Religious Services: A local minister, Rev. David McLeish, has provided his services as Chaplain. He provides counseling to prisoners and their families. Religious services are conducted each Sunday. The services are conducted by different denominations on a rotating basis.

Recreation: The facility has an excellent gymnasium where prisoners are provided the opportunity to participate in basketball, volleyball, weight lifting and billiards. There is also a softball field which is utilized extensively in the summer months.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,648,724	1,590,604			58,120	
Health Benefits	120,510	115,797			4,713	
Retirement	365,101	354,679			10,422	
Other Fringe Benefits	11,284	10,426			858	
Computer Services — State	967	967				
Other Contractual Service	254,137	251,899	127		2,111	
Rents	269	269				
Commodities	191,499	189,623	835		1,041	
Grants—Subsidies—Pensions	12,972	12,972				
Equipment	112,399	108,399	4,000			
Transfers to Other Funds	463	29	1		433	
TOTAL EXPENDITURES	2,718,325	2,635,664	4,963		77,698	

MAINE CORRECTIONAL CENTER

JAMES R. CLEMONS, SUPERINTENDENT
JAMES F. HOWARD, Assistant Superintendent, Rehabilitative Services
DUANE A. CUMMINGS, Assistant Superintendent, Security

Central Office: 17 Mallison Falls Road, Windham *Telephone:* 892-6716

Mail Address: 17 Mallison Falls Road, Windham, Maine 04062

Established: 1919 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 205; *Citation:* 34A M.R.S.A., Sect. 3401

Average Count—All Positions: 194 *Legislative Count:* 225.5

Organizational Units:
Care & Treatment Unit
Custody & Control Unit
Pre-Release Centers
Business Services

PURPOSE: The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons over the age of 18 years who have been duly sentenced and committed to the custody of the Department of Corrections pursuant to MRSA 34-A, §3401. The Center may also accept transfers from the Maine State Prison and County Jails for participation in Center programs.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of inmates are made for the purpose of teaching such inmates a useful trade or profession and improving their mental and moral condition. The Superintendent has supervision and control of the inmates, employees, grounds, buildings and equipment at the Center.

ORGANIZATION: The Maine Correctional Center at South Windham was established in 1919 as the State Reformatory for Men, administered by trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939 under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981. The Reformatory was renamed the Men's Correctional Center in 1967. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in South Windham making this Center co-educational.

PROGRAM: The program of the Maine Correctional Center has several facets.

Care, Treatment, Custody and Security. The merger of the Women's and Men's Correctional Centers was accomplished while attempting to retain the most effective services of both programs. By statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Consulting psychological and psychiatric services are currently available on a limited basis.

Religious and Educational Theology Programs. These services are offered by a full time Protestant Chaplain and a Catholic Chaplain who aid considerably in the treatment program. During the summer months, this program is greatly enhanced by a Clinical Pastoral Training Program which offers the institution a great deal of general counseling and spiritual development. Up to six clergy, on an intern basis, are at the Correctional Center for this training program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program. In addition, there is an active community clergy visitation program and a volunteer program. Two volunteers function as assistant chaplains two days each week. Some volunteers teach individual and group bible classes. Other volunteers assist the chaplains in their ministry with the inmates.

Substance Abuse Treatment Program. This program provides chemically dependent residents with the opportunity for individual assessment, participation in a two-level group education process, individual and group counseling and access to the self-help fellowships of Alcoholics Anonymous (A.A.), Narcotics Anonymous (N.A.) and Alanon. The self-help groups are generously supported by outside community members. The treatment program is staffed by three full-time substance abuse counselors, one of whom is program director, and a part-time secretary. Alcohol and drug education is offered to correctional officers and other staff on at least an annual basis.

Education Program. The Education Program has a teacher-principal, a guidance counselor and one academic teacher who are state funded and two academic teachers, who are federally funded. These five people are responsible for all academic instruction including Remedial Reading and Arithmetic, High School Equivalency (GED), High School Completion and post secondary instruction which includes supervision and registration of students for courses offered through the University of Southern Maine. The academic courses are taught on a semi-tutorial basis with each student's program being tailored to meet the indicated needs in an atmosphere conducive to the learning process while striving to develop an appreciation of the value of education. In addition to the academic courses, Art and Home Economics instruction are available through state funded teachers.

The vocational area is staffed with seven instructors, all of whom are state funded. These instructors offer courses in the following fields: Building Trades, Auto Reconditioning, Graphic Arts, Welding, Meat Cutting, Automotive Front End Work, and Business and Office Procedures.

Classification Committee. This Committee determines individual programs within the institution and utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Program and housed either at the Center, a pre-release center, or a county jail. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

Recreation. The recreation department utilizes the gymnasium, outdoor playing field, and numerous leisure time activities including movie and canteen room. Offground activities are minimal due to the large number of inmates and the length of sentences.

Housing Areas Program. A male resident may move through a program of housing areas. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correctional officer staff is responsible for determining with the resident his needs, and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

The Correctional Center also has responsibility for the Central Maine Pre-Release Center in Hallowell.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,897,917	4,859,980			37,937	
Health Benefits	326,923	323,757			3,166	
Retirement	1,024,761	1,017,593			7,168	
Other Fringe Benefits	33,932	33,533			399	
Computer Services—State	5,968	5,968				
Other Contractual Service	968,889	968,769			120	
Rents	1,863	1,863				
Commodities	729,335	721,304	8,031			
Grants—Subsidies—Pensions	111,224	110,564			660	
Buildings and Improvement	21,241	21,241				
Equipment	110,530	100,404	10,126			
Interest—Debt Retirement	162	162				
Transfers to Other Funds	568		130		438	
TOTAL EXPENDITURES	8,233,313	8,165,138	18,287		49,888	

DOWNEAST CORRECTIONAL FACILITY

C. MARK CATON, DIRECTOR

Central Office: Machiasport, Maine *Telephone:* 255-4554
Mail Address: HCR 70, Box 428, Bucks Harbor, Maine 04618
Established: 1984 *Sunset Review:* Not Established
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 220; *Citation:* 34A M.R.S.A., Sect. 3901
Average Count—All Positions: 57 *Legislative Count:* 57

PURPOSE: The Downeast Correctional Facility was established by the Legislature in September 1984 for the confinement and rehabilitation of persons who have been duly sentenced and committed to the Department of Corrections.

ORGANIZATION: Funds were appropriated to purchase, renovate, and make the former Bucks Harbor Air Force Station operational as a correctional facility. The facility is fully staffed and the prisoner count is at capacity.

PROGRAM: Programs at the Downeast Correctional Facility are diversified.

Educational. Programs are in education and vocational training such as electrical, welding, and building trades. The education program has two certified teachers who are responsible for all testing and academic instruction. The academic instruction, though primarily geared for high school equivalency (GED), will also focus on business courses emphasizing everyday life skills. Also, we anticipate having post-secondary courses that might be applicable through the University of Maine at Machias. These academic courses will be taught primarily on a semi-tutorial basis to meet the educational needs of the prisoner.

The vocational programs are staffed with instructors with competency and expertise in the following career areas: Electrical, Welding, and Buildings Trades — that emphasize carpentry skills.

Religious Services. A minister is providing services as a Chaplain. He coordinates services and meetings for prisoners of different denominations. He is also responsible for religious counseling to the prisoners and their families.

Medical. A Nurse is assigned to screen minor medical problems for necessary treatment and/or referral to the contracted services of an M.D. A sick call service is provided. Emergency care and treatment is provided by the local area hospital.

Dental. Dental care is provided to any prisoner as the need arises. Prisoners are transported to the contracted dentist by a Corrections Officer.

Alcohol/Substance Abuse Counseling. Through a grant, prisoners receive one-to-one counseling of an alcohol counselor. This individual also provides workshops and group therapy dealing with alcohol/substance abuse.

Psychological Services. A psychologist is under contract to meet the needs of prisoners, especially to those prisoners incarcerated for sexual abuse and related crimes.

Caseworker. A caseworker assists prisoners and their families in making recommendations for treatment programs within the community and in therapeutic and rehabilitative settings. The caseworker places the prisoner in aftercare programs which may involve foster home placement, mental health clinics, referrals, schools and/or vocational training agencies.

Classification Committee. This committee has a direct impact on the prisoner; for its primary responsibility is to orientate each new prisoner to the facility, its housing, care and/or its treatment and programs. The committee is virtually responsible for the safety and well being of each prisoner assigned to the Downeast Correctional Facility. The classification committee carefully analyzes all input to determine the initial anniversary and/or requested changes to the security status of prisoners housed at the facility.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DOWNEAST CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,141,970	1,141,970				
Health Benefits	91,230	91,230				
Retirement	241,823	241,823				
Other Fringe Benefits	9,121	9,121				
Computer Services—State	911	911				
Other Contractual Service	294,220	293,638			582	
Rents	214	214				
Commodities	203,457	194,612			8,845	
Grants—Subsidies—Pensions	427	427				
Equipment	22,998	22,822			176	
Interest—Debt Retirement	165	165				
Transfers to Other Funds	167				167	
TOTAL EXPENDITURES	2,006,703	1,996,933			9,770	

JUVENILE JUSTICE ADVISORY GROUP

ROBERT L. PARENT, CHAIRMAN

Central Office: Room 400, State Office Building, Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1979 *Sunset Review:* Not Established

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 201J; *Citation:* 34A M.R.S.A., Sect. 1209

Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Juvenile Justice Advisory Group (JJAG) was created in response to the requirements of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. In Maine, the overall responsibility of the Juvenile Justice Advisory Group is to participate in the development of the State's juvenile justice plan and to review and act on all juvenile justice and delinquency prevention grant applications. In addition, the Juvenile Justice Advisory Group advises the Governor and the Legislature on matters related to delinquency, the prevention of delinquency, and the requirements of the Act for detaining and incarcerating juveniles, develops more effective education, training, research, prevention, diversion, treatment and rehabilitation programs in the area of juvenile delinquency and improvement of the juvenile justice system; and reviews the progress and accomplishments of juvenile justice and delinquency prevention projects funded under the State plan.

ORGANIZATION: The Juvenile Justice Advisory Group, constituted in 1975 and formalized by Executive Order 4 FY 80 on October 5, 1979, was authorized by statute in 1984 (34A M.R.S.A. § 1209). Consistent with PL 93-415, Sec. 223(a) (3), the advisory group consists of not less than fifteen and not more than thirty-three representatives of the following interests: representatives of units of local government, law enforcement and juvenile justice agencies including: law enforcement, corrections or probation personnel, and juvenile court judges; representatives of public agencies concerned with delinquency prevention or treatment, such as welfare, social services, mental health, education or youth services departments; representatives of private organizations concerned with delinquency prevention or treatment; neglected or dependent children, and the quality of juvenile justice, education or social services for children; representatives of public/private agencies which utilize volunteers to work with delinquents or potential delinquents; representatives of community-based delinquency prevention or treatment programs; representatives of business groups and businesses employing youth; representatives with special experience and competency in addressing the problems of school violence and vandalism; and representatives with special experience with the problems of learning disabilities.

In addition, a majority of members (including the chairman) shall not be full-time employees of the federal, state or local government. At least one-fifth of the members must be under the age of 24 at the time of appointment, and at least three members must have been or shall currently be under the jurisdiction of the juvenile justice system.

Pursuant to the provisions of PL 93-415, Sec. 223(a) (3), the performance of the responsibilities of the Governor relating to provision of staff and support are delegated to the Commissioner of the Department of Corrections, who may appoint staff as he deems necessary to implement the purposes of the program. The Maine Department of Corrections has been the fiscal agent of the advisory group since July 1, 1982.

PROGRAM: The federal allocation for Maine's Juvenile Justice and Delinquency Prevention Program for federal FY 88 was $225,000, including funds for grants programs and administration. Of this amount, $16,875 is allocated for the administration of the program and $11,250 is allocated for the expenses of the JJAG, leaving $196,875 for grants to private, not-for-profit organizations and units of state and local government for projects designed to remediate or prevent delinquency.

The JJAG met ten times to conduct regular business, including regular monitoring for state compliance with the requirements of the Act and to develop the Comprehensive Juvenile Justice and Delinquency Prevention Plan for 1988 to 1990. In addition, its several standing and ad hoc committees meet as necessary to further JJAG initiatives in conformance with Plan objectives.

Grants Committee. The Grants Committee reviewed all applications for JJAG funds and developed recommendations for JJAG action on the proposals. Among programs funded in FY 88 were: The JJAG's Jail Monitoring Project which provides staff services for continuing JJAG monitoring to ensure compliance with the Act; the continuation of emergency foster care and emergency shelter services in Cumberland and York Counties by Youth Alternatives of Southern Maine; and two pilot projects to develop alternatives to jail for youth, one in Northern Maine, the other in the south.

Legislative Committee. The Legislative Committee reviewed all bills submitted to the 113th Legislature which might affect juveniles. The Committee regularly took positions on such bills, especially those whose subject had some bearing on Act requirements as they are applied in Maine or which related to initiatives described in the Plan. The Legislative Committee is responsible for all JJAG initiated legislation which, in FY 88, consisted of a bill to expand eligibility for Attendant Care and a provision in the bail statute revision, requiring juveniles detained under Titles 12 & 29 to be detained in accordance with Juvenile Code provisions.

Jail Monitoring Committee. The Jail Monitoring Committee has continuing responsibility to develop, revise, and implement the JJAG's plan to remove juveniles from adult jails and lock-ups. In spite of intense efforts, Maine is not yet in compliance with the federal requirement that it decrease juvenile admissions to Maine's jails by 75% by December 8, 1985. The continuing responsibility of the Committee, to oversee the JJAG's initiative to achieve compliance with the 1980 amendments to the Act which required the removal of juveniles from all adult-serving facilities by December 1988, has been the highest priority.

To supplement the work of the Jail Monitoring Committee, the JJAG formed a Secure Detention Task Force to advise it on strategies pertaining to the secure detention component of the juvenile justice system. The Task Force has a greater participation from the sheriffs than the Committee and includes county commissioners and local youth-service providers, as well as members of both the JJAG and the Committee. The Task Force delivered its report in November 1987. Many of its recommendations have been incorporated into a JJAG proposal for a juvenile system that does not require the use of adult-serving jails.

Prevention Committee. The JJAG was designated by the Department of Corrections to serve as the catalyst for developing the Department's Delinquency Prevention Plan. The JJAG solicited representatives from the Departments of Corrections, Educational and Cultural Services, Human Services, Labor, Mental Health and Mental Retardation, and Public Safety and from community-based prevention agencies to comprise a planning committee whose efforts in FY 85 and 86 culminated in the publication of the statewide plan in the autumn of 1986. The Committee's focus will be on implementing that plan in FY 88.

Violent and Chronic Youthful Offender Committee. The most recently constituted ad hoc committee proposes to assess the treatment and security needs of this group of offenders, to develop a strategy for presentation to corrections managers and the first session of the 114th Legislature.

Additional Activities. The JJAG, as a matter of policy, makes itself available for cooperative efforts-with public and private agencies which request planning, evaluation, or technical assistance for programs consistent with the goals articulated in the Comprehensive Juvenile Justice and Delinquency Prevention Plan. Limited funds are available for training directed to improve the skills of those who are employed in some component of the juvenile justice system. The JJAG possesses, as well, a limited ability to respond to public and private inquiries for research and other information on the subject of delinquency and its prevention.

PUBLICATIONS:

Copies of the following publications may be obtained, free of charge, from the JJAG, Department of Corrections, State House Station 111, Augusta, Maine 04333:

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan, 1988-1990.
Report to the Governor (FY 1987)
JJAG Brochure
Maine Juvenile Admissions and Detentions
The Secure Detention Task Force Report

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

STATE PAROLE BOARD

PETER J. TILTON, Secretary

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 208; *Citation:* 34A M.R.S.A., Sect. 5201
Average Count—All Positions: 1 *Legislative Count:* 1

CORRECTIONS

PURPOSE: The State Parole Board was established to rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls. The primary responsibilities of the Board are to determine the time of parole for each inmate and prisoner or to revoke parole when warranted due to parole violation. The Board also determines the time of discharge of parolees from parole supervision, formulates policies, adopts regulations, establishes procedures, and advises concerning pardons when requested by the Governor.

ORGANIZATION: The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957 under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties were assumed by the State Probation and Parole Board. In 1967, a Division of Probation and Parole was created within the Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was redesignated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. In January 1984, the Board began to hear entrustment revocation proceedings for those juveniles alleged to have violated their conditions of release on entrustment from the state's juvenile correctional institutions. The Board elects its own chairman and meets at least bi-monthly. It may meet as often as necessary.

PROGRAM: The State Parole Board hears cases at the Maine State Prison and the Maine Correctional Center for those sentenced prior to May 1976 to determine when inmates should be released on parole, when they have committed violations of parole, how much violation time should be served, if any, and when a prisoner or inmate is to be discharged. In addition, the Board hears entrustment dispositional cases at the Maine Youth Center to recommend to the Superintendent of the facility what disposition would be in the best interests of the juvenile and the community.

Maine State Parole Board Action
Annual Report
Fiscal Year—1987-1988

Adult

Paroled	9
Paroled & Discharged	1
Paroled & Discharged (to New Sentence)	0
Denied	11
Continued (Pending)	16
(Resolved)	3
TOTAL Parole Eligible	40
Early Discharge Requests	4
Others	6
TOTAL Cases Heard	46

During the fiscal year 1987-88, the Parole Board met a total of 6 times and considered 46 cases; 5 parole violators were heard and 3 early discharges were granted.

Juvenile

The Maine Parole Board met at the Maine Youth Center a total of 23 times during the period July 1, 1987-June 30, 1988. Eighty (80) total cases were heard with the following decisions made: (64) recommended return to MYC to complete a standard program or to 18th birthday, (2) found in violation and returned to Entrustment status, (1) found in violation and returned to MYC until suitable placement was found, (5) recommended release to Absent with Leave Status, (1) continued status, (2) not heard, failed to appear and (3) released, immediate discharge.

PUBLICATIONS:

Parole Board Rules and Policy—Free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	17,141	17,141				
Health Benefits	1,040	1,040				
Retirement	2,640	2,640				
Other Fringe Benefits	63	63				
Computer Services—Comm	257	257				
Other Contractual Service	4,653	4,653				
Commodities	166	166				
Equipment	387	387				
TOTAL EXPENDITURES	26,347	26,347				

STATE PRISON

MARTIN A. MAGNUSSON, WARDEN
ARTHUR T. KISKILA, Deputy Warden
LARS HENRIKSON, Deputy Warden

Central Office: Thomaston, Maine *Telephone:* 354-2535
Mail Address: State Prison, Box A, Thomaston, Maine 04861
Established: 1823 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 206; *Citation:* 34-A M.R.S.A., Sect. 3201
Average Count—All Positions: 287 *Legislative Count:* 299.5
Organizational Units:
Bolduc Unit
Bangor Pre-Release Center

PURPOSE: The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government, as provided by law, of adult male offenders lawfully committed to the prison. In addition, the prison may establish vocational training programs and transfer inmates to the State Prison Bolduc Unit at South Warren to participate in work or educational release programs outside the institution. A similar unit is located at Bangor called the Bangor Pre-Release Center.

ORGANIZATION: The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843 and, after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc Unit.

The prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Department of Corrections.

PROGRAM: Coming out of the lockdown, the prison staff set out to reorganizing the institution to insure a safe and stable environment for staff and inmates with prompt and effective delivery of services to the inmate wards of the state.

New visiting and contraband policies were instituted and re-enforced. A rigorous pass system now controls inmate movement in the prison. Rules and regulations governing the inmates and disciplinary procedures have been revamped and promulgated to establish and maintain orderly and equitable handling/management of inmates. Systematic inspection of food service and housing areas contributes to sanitation and adequate provisions for feeding and residence spaces.

The inmate Novelty Program has been limited to one prison area (Craft Room) and only inmates who are regularly assigned to work, other than prison industries, can participate in it. Ceilings have been placed on earnings and close staff supervision exercises quality control over items offered for sale. Prison industries have been reorganized; contractual agreements with inmates encourage their motivation to participate in productive labor. Two half-day shifts are operating in all prison work areas with opportunities for minimal compensation available only to productive working inmates.

Treatment services have been augmented and strengthened by additions to staff and procedural improvements. Medical services have come under the direction of a Physician's Assistant who provides increased inhouse services and professional direction for the nursing staff. The Legislature had authorized two additional nurses to upgrade staff. Social workers have increased in number to furnish more input into the classification process and give increased direct care to inmates and monitoring of their progress. Augmentation of the caseworker contingent will allow the further strengthening of a professional level case management system. Treatment and management functions are centralized into a revitalized Classification Committee which includes a broad spectrum of prison professional staff and operates under the aegis of a classification manual that is in conformity to national standards in corrections. Three psychologists perform diagnostic, treatment and consulting work for institution, inmate and staff benefit. The legislative addition of a PhD level psychologist position will enrich the scope of the Mental Health staff services. Substance abuse as a major treatment problem has been recognized and addressed by staff, and contractual use of alcohol tax monies has provided an active three-counselor drug and alcohol education and rehabilitation program. A refurbished and reorganized library under professional direction contains up-to-date fiction, nonfiction and reference material. Recreational activities have been augmented by new equipment and programmatic enrichment. Pastoral services have been expanded to encompass a larger degree of outside community and volunteer involvement in the prison experience.

The Community Programs Department, through careful classification procedures, risk assessment, and attention to community sentiment, has been able to successfully furlough close to 40% of eligible inmates without significant transgressions of this trust. Educational services within the prison provide academic work up to the college level while outside the walls vocational training is available for selected inmates toward the end of their sentences. Severe overcrowding has caused the opening of several areas of the institution for dormitory housing. This has increased the tension, and number of assaults and incidents within the facility. Overcrowding has increased the population at the Bolduc Unit (MSU) to 80 and at Bangor Pre-Release Center to 41. Bolduc MSU houses inmates in vocational training, prison assignments, or on work release. The Bangor Pre-Release Center houses inmates who are on institutional assignments, work or education release. Inmates are also on work release and educational programs out of county jails and halfway houses.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PRISON	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,890,326	6,794,062				96,264
Health Benefits	459,775	454,711				5,064
Retirement	1,765,209	1,740,621				24,588
Other Fringe Benefits	52,240	51,980				260
Computer Services—State	8,001	8,001				
Other Contractual Service	1,660,599	1,539,530	2,663			118,406
Rents	4,789	2,019				2,770
Commodities	1,099,601	998,281	346		2,700	98,274
Grants—Subsidies—Pensions	429,985	429,985				
Buildings and Improvement	1,562					1,562
Equipment	220,436	206,425	11,878			2,133
Interest—Debt Retirement	156	156				
Transfers to Other Funds	371,787		36		38	371,713
TOTAL EXPENDITURES	12,964,466	12,225,771	14,923		2,738	721,034

DIVISION OF PROBATION AND PAROLE

PETER J. TILTON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: 1967 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 237; *Citation:* 34A M.R.S.A., Sect. 5401
Average Count—All Positions: 114 *Legislative Count:* 131

PURPOSE: The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to committed offenders and adjudicated juveniles on probation or parole, so as to enable them to become more productive and constructive members of society. In its role as the Administrator of Probation and Parole Services, the Division is responsible for conducting pardons and commutation investigations for the Governor, pre-sentence investigations for the courts, post-sentence pre-parole and other investigations for the state's correctional institutions, and for the handling of adult and juvenile interstate compact cases for other states. In addition to administering probation and parole services, the Division is also responsible for providing juvenile court intake services throughout the state. Juvenile intake duties include the screening of all detention requests by law enforcement agencies to determine if it is necessary for a youth, following arrest, to be detained in a secure detention facility, and the screening of all juvenile cases referred by law enforcement agencies for formal court proceedings to determine which cases are appropriate to be adjusted on an informal basis without involving the juvenile in the court system. The Director of the Division appoints, subject to personnel law, district probation and parole officers/juvenile caseworkers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole officers; and acts as the executive officer and secretary of the State Parole Board.

ORGANIZATION: The Division of Probation and Parole was created in 1967. In January, 1984, the Office of Juvenile Intake was consolidated into the Division. In August 1986 the Intensive Supervision Program was enacted and came under the control of the Division. The Division consists of adult probation and parole officers, intensive supervision officers, juvenile caseworkers, and other administrative employees in classified state service.

PROGRAM: The Division of Probation and Parole is responsive to Maine's court system by performing juvenile intake services, conducting investigations and making recommendations on disposition when requested, supervising probationers, and developing diversionary programs. The Division also supervises adults on parole from the state's penal and correctional centers and youth released on entrustment from the Maine Youth Center. The Division also supervises inmates sentenced to the Intensive Supervision Program. In addition, Division personnel conduct investigations for the State Parole Board and the various correctional institutions; counsels, finds employment and refers clients to appropriate service agencies such as mental health centers, family counseling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the Department of Corrections.

The administrator for both the adult and juvenile interstate compacts is the director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to, another state are referred to another compact state for similar supervision.

Clients Under Supervision

Informal Adjustment Juveniles	Probationers		Parolees		Intensive Supervision
	Adult	Juveniles	Adult	Juveniles (Entrustment)	Adult
728 (approx.)	4,666-(approx.)	815-(approx.)	44-(approx.)-	232	
Total Under Supervision: 6931* (6/30/88)					40
					—

*This figure includes probationers and parolees being supervised under interstate compacts.

PUBLICATIONS:

Division of Probation and Parole—Policies and Procedures Manual—on location

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,604,156	3,604,156				
Health Benefits	197,032	197,032				
Retirement	658,031	658,031				
Other Fringe Benefits	23,049	23,049				
Computer Services—Comm	5,697	5,697				
Computer Services—State	6,739	6,739				
Other Contractual Service	374,493	362,731			11,762	
Rents	154,480	154,480				
Commodities	32,930	32,930				
Grants—Subsidies—Pensions	73,430	73,430				
Equipment	39,139	39,139				
Interest—Debt Retirement	48	48				
Transfers to Other Funds	23				23	
TOTAL EXPENDITURES	5,169,247	5,157,462			11,785	

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT
FRANCIS A. CAMERON, Assistant Superintendent, Rehabilitative Services
ANTHONY A. SESTO, Assistant Superintendent, Care Custody and Security

Central Office: 675 Westbrook Street, South Portland *Telephone:* 879-4000
Mail Address: 675 Westbrook Street, South-Portland, Maine 04106
Established: March, 1853 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 204; *Citation:* 34A M.R.S.A., Sect. 3801
Average Count—All Positions: 237 *Legislative Count:* 242

PURPOSE: The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency.

ORGANIZATION: The Maine Youth Center at South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the school was placed under the Department of Health and Welfare, and in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1981, the Department of Corrections was established. In 1959, the School was renamed the Boys Training Center. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

PROGRAM: The Maine Youth Center continues to redefine many of its program functions to enable a total multi-disciplined team approach in working with those committed and held within the facility. The Maine Youth Center functions as a total coeducational rehabilitative resource within the state-wide correctional setting.

Care, Custody and Security: This department, which encompasses cottage life, admissions unit, control units, intensive care units, security treatment unit and the Hayden Special Treatment Unit, has continued to experience the excitement and satisfaction of functioning within an ever improving program. Our experience has mandated that we develop specialized programs in the areas of drug and alcohol, work release and independent living, violence and sex offender and a program for residents with educational problems. We have also divided the female program into two separate treatment units. The treatment teams, represented by staff from various disciplines with which each client is involved, function in an integrated and cooperative manner in the rehabilitation process of each individual client entrusted to the care of the Center.

The cottage life units, under the supervision of a Unit Director, function as the hub of the Center's total program. Each unit has a regular team which works with the Unit Director who is the liaison between various disciplines. The team has become involved in the programing, counseling and disciplining of the residents. Other staff may also have also been assigned to the team. These staff are from disciplines such as Education, Physical Education and Recreation and, when the need arises, the Psychologist and a Psychiatrist also participate. Accountability on the part of the residents has become an integral part of our program. Each resident is accountable for his or her actions immediately. Our tendency continues to be more "Reality Therapy" oriented.

The team concept has increased participation in programs throughout the institution. The staff, through this active participation, has become more involved with the total rehabilitation of the clients. The teams are constantly reviewing, and when necessary, suggesting and implementing program adjustment. Over and above the regular weekly meetings, special meetings are called in order that the team might deal with any emergency or special situation which arises. The common treatment approach utilized by the team in working with clients is an involvement process in which staff members exercise the concepts of Reality Therapy as they relate to presenting the client with the opportunity to choose to change to a more positive behavior. Off-grounds shopping trips, movies, work experience, weekend leaves and extended leaves which coincide with public school vacations are a few examples of privileges which are available and earned. Each client is assigned to a member of the team who is responsible for tracking the client's individual program. This tracking system continues to ensure a greater degree of success for each client within his or her individualized program. Clients of both sexes have benefited from an expanded coeducational program.

The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes monthly to deal with a wide variety of subjects. The committee contributes to the development and review of the Center's programs and policies and seeks to ensure fair treatment for all students committed to the Center's care.

The Control Unit served as a most important communications and dispatch area for the Center. The team concept continued to be an asset to these units as a result of improved communications and increased team recommendations which, in most cases, and after review, were implemented. These areas of responsibility required a defined working order and consistency in handling the numerous and varied problems encountered. The Intensive Care Unit served as a relief valve for the open cottage community by providing accommodations for clients who acted in aggressive and/or assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs. A separate unit has been implemented to handle all admissions to the Youth Center. This unit does initial processing on all newly committed, as well as newly admitted, Hold-for-Court clients. In addition, it serves as an internal communication center for the institution.

The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions and family therapy sessions.

The Security Treatment Unit deals primarily with clients who have proven by their own actions that they are unable to function in any of the other existing programs at the Maine Youth Center. Assignment of clients to this unit is made to stabilize client behavior in order that they may re-enter other less secure programs within the institution and function in a responsible and accountable manner.

Rehabilitative Services: During the past year, the Center's Psychology Department continued to expand services in carrying out its mandate to provide all necessary psychological services for each committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged due to the ever increasing and, at times, complex psychological needs of the population. Salient features of this work have reflected the Center's concern with each client as a whole person.

Social Services Division: The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent interpretations of juveniles' rights, the interdepartmental staff through a coordinated effort are developing and implementing a strong program. The intake orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new client with the Center, its staff and its programs. The Director of Social Services, in collaboration with the Unit Directors, continues to participate in cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception Staffing and Clinical Services Committee meetings, and communicating with Juvenile Services Caseworkers, parents and/or interested parties involved with their clients. Their routine includes visiting clients assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a biweekly basis and attending regularly scheduled visiting days.

Juvenile Services Caseworkers continue to provide community based clients of the Maine Youth Center with extended services. In addition, the Juvenile Services Caseworkers maintain contact with families and community organizations of our residents during their stay. They provide a constant communications link between the Maine Youth Center and the communities.

The Reality Therapy model at the Center has brought changes through the Classification Committee and Social Services. Rather than a time limited contract system, each case is presented as a plan for the "rehabilitation" of that individual with objective, specifiable goals and long and short-run objectives. This rather major change in emphasis has some far-reaching implications for the juvenile justice system in Maine.

Hold for Court Evaluations: The court continues to send many clients to the Center for evaluation and hold. To assist in those cottages dealing with the large influx of residents, volunteers have been organized and a program developed that contacts all relevant community resources and assists in preparing a social evaluation for the evaluating psychologist, the courts, the unit of placement and, upon committal, the Juvenile Services Aftercare and Cottage Program.

Diagnostic Services: In accordance with the statutes of the State of Maine, the Maine Youth Center continues to provide diagnostic services to adjudicated juveniles. Basically, three reports — Social Summary, Psychological Evaluations and Psychiatric Evaluations — were submitted to the requesting court on particular clients. This includes services for female juvenile offenders, as well as those already established for male juvenile offenders. Also, additional educational testing and medical examination results were occasionally provided on request. The number of requests for this service has increased significantly each year in that this service has been offered to the courts.

Substance Abuse: The Social Service Director and/or counselors have continued to conduct in-residence counseling training for staff and volunteer personnel. This, coupled with staff participation in professional substance abuse workshops, has helped this agency gain awareness of the high incidence of drug abuse among clientele. An Alcoholics Anonymous (A.A.) program has recently been started, further reaching out to our youth who need help. One cottage is a certified chemical abuse treatment facility. The Maine Youth Center program continues to work with established community drug and alcohol agencies in order to provide treatment for youth in aftercare.

Education: The Arthur R. Gould School of the Maine Youth Center is approved by the Department of Educational and Cultural Services for the purpose of providing a full range of educational services to residents to include traditional academic classes; remediation; special education; supportive Chapter I programs; vocational education; equivalency diploma (GED); tutoring; achievement and diagnostic testing (to include educational psychological evaluation); and general socialization and survival skills. The School's basic role is to provide students with the opportunity to make significant educational gains, both in terms of knowledge and skill attainment and credit accumulation, and to make every effort to transition students back into their public schools as quickly and smoothly as possible. Efforts over the past several years to enhance and legitimize special education programming and services has resulted in compliance with P.L. 94-142. Arthur R. Gould School educators have recently completed a School Improvement self-study and submitted a five year School Improvement Plan to DECS in order to meet continued school approval status. This document will also become the basis for determining the school's compliance with the Education Reform Act of 1984. New positions which have been funded with the beginning of the 1987-88 School Year are necessary for full compliance to be realized include guidance, fine arts, foreign language, computer sciences and career education. The school has also developed a comprehensive plan for pre- and in-servicing educators and providing opportunities for professional growth.

In conjunction with the institution moving to a Reality Therapy Treatment model, the Arthur R. Gould School is implementing a Schools Without Failure educational model to include such innovations as non-graded classes, daily success lessons, classroom meetings and a discipline procedure based on Reality Therapy.

Pathfinder Program: The Pathfinder Program is based on the idea that if students are able to manage themselves with some skill in the natural environment of Maine, its ocean, streams, woods and mountains, their self-concept will be affirmed in more constructive ways, and so contribute to their need for a more positive social life. Each season of the year saw staff working with students to learn the basics of snowshoeing, cross-country skiing, winter camping, canoeing and sailing. These skills included the widening awareness of the need for and use of science, English, geography and biology.

Volunteer Services: Volunteers at the Center provide group counseling, one-to-one counseling, religious conference retreats, religious education, conduct moral inventory testing, function as reading aides, provide supportive friendships, camping equipment, canoes, occasionally homes for clients who are on leaves to the community or on work assignments in the community.

Worship Services: Worship is offered to the students in the form of Protestant services on Saturday, led by the chaplain and volunteers. On a voluntary basis, Roman Catholic Masses are offered on Friday afternoons.

Foster Grandparents: Our grandparents provide moral inventory testing, interviewing, cottage friendships, sewing, knitting, fly tying and model building, along with a number of other activities.

Medical: The provision of medical and dental services for admitted and Hold For Court clients was determined following the physical and dental examinations. The assessment and plan for each client was determined and when applicable, consisted of community referrals to Maine Medical Center, Mercy Hospital, Family Planning and other medical specialists. Services to clients that may have been started prior to their committal were continued with the respective physicians until care was completed. Pineland Center provided the following services for our department: X-rays, blood work, urinalysis, pregnancy testing, throat cultures and dental work (root canals) not of an emergency nature for our clients. Each assessment and plan was reviewed and updated as necessary. Individual health care for the prevention of infection and contagion, along with the establishment of good health habits, is stressed by the Medical Department. Medications and treatments were administered, as prescribed by our attending physician who visited each week for one-half day.

Physical Education: The Center's Department of Physical Education, Recreation and Athletics continues to provide a built-in flexibility to the program which can better meet the needs of the clients. The broad scope of the program includes such areas as interscholastic athletics, individual instruction, leisure time sports, intramurals, physical education classes and a varied program of activities such as games, dancing and in-cottage contests. Additional programs have been developed and will continue to be developed to meet the needs of a coeducational program.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE YOUTH CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,326,939	5,217,402			109,537	
Health Benefits	341,107	334,861			6,246	
Retirement	1,076,677	1,056,818			19,859	
Other Fringe Benefits	33,150	31,758			1,392	
Computer Services—State	5,947	5,947				
Other Contractual Service	447,053	428,659	482		17,912	
Rents	644	644				
Commodities	371,616	358,423	2,798		10,395	
Grants—Subsidies—Pensions	105,349	105,299	50			
Equipment	68,717	49,143			19,574	
Interest—Debt Retirement	22	22				
Transfers to Other Funds	801		14		787	
TOTAL EXPENDITURES	7,778,022	7,588,976	3,344		185,702	

COUNTY RECORDS BOARD

JAMES S. HENDERSON, CHAIRMAN

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1973 *Sunset Review:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 306; *Citation:* 30 M.R.S.A., Sect. 347
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The County Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of county records, following, as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the County Records Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the county level. Program services are provided to county governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The County Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of county records. The Board consists of five members, including the State Archivist as Chairman ex officio; and four members appointed by the Governor for terms of three years, one of whom must be a County Commissioner, one a Register of Deeds, one a Register of Probate, and one of whom is experienced in real estate title examinations. The headquarters of the County Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the County Records Board serve without compensation.

PROGRAM: The County Records Board acts upon requests submitted by county offices to destroy specified records having no permanent value. County officers are provided with technical assistance by the various units of the Maine State Archives, as requested, in such areas as conservation of documents; disaster recovery; microfilming standards; and the solution of records management problems.

Fiscal year 1987-88 saw the adoption of Maine's first General Disposition Schedule for County Records. This schedule provides blanket authorization for the disposal of common record series when their usefulness has ended, thus freeing valuable storage space for better uses, and mandates the retention of county records that are recognized as having permanent value to the citizens of Maine. Fiscal year 1988-89 will see the addition to this schedule of record series common to County Sheriff's offices throughout the state.

LICENSES, PERMITS, ETC.:

The County Records Board is responsible for authorizing the destruction of county records having no permanent value (30 M.R.S.A., Sect. 346). Procedures for the disposition of such records have been presented by the Board in accordance with the Administrative Procedures Act. Action taken by the County Records Board is evidenced by the issuance of an executed *Request for Disposition of County Records.*

FINANCES, FISCAL YEAR 1988: 30 MRSA Sections 348 & 349 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

MAINE CRITICAL AREAS ADVISORY BOARD

STEPHEN HYDE, CHAIR
HARRY R. TYLER, JR., Program Manager

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 308; *Citation:* 5 M.R.S.A., Sect. 3313
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Programs, especially in deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, or scientific values.

ORGANIZATION: The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 5 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

PROGRAM: The Maine Critical Areas Program is an effort to identify and protect Maine's most significant natural features. These include scenic areas and areas important to the fields of zoology, geology, and botany. An official list of these valuable areas, called the Register of Critical Areas, is maintained by the program under the guidance of the Maine Critical Areas Advisory Board. The program works with landowners on a voluntary basis to conserve these areas. In recognition of its valuable work, the program was honored in 1980 with the U.S. Department of the Interior Achievement Award for outstanding contribution to the conservation of the nation's natural resources.

The Critical Area Advisory Board met five times in FY 88 and discussed the Critical Areas Program's funding level, criteria for endangered and threatened plants, designation of Heritage Coastal Areas, inland great blue heron colonies, and data management. Inventories were conducted on eccentric and concentrically patterned peatlands, cobble beaches in Blue Hill and Penobscot Bay, bedrock geological areas in southern and western Maine, and rare plant species. The program cooperated with the Department of Conservation on a resources inventory of the Moose River. The program continued the statewide inventory and analysis to identify and document lakes of statewide significance. Recent inventories have documented 300 candidate Critical Areas.

The program undertook a major data management effort during FY 88. The Nature Conservancy was hired to computerize information on Critical Areas into the Heritage Program format. Also, the program's manual files were organized into the Heritage format.

In cooperation with Office of Endangered Species of the U.S. Fish & Wildlife Service, the program monitored the major populations of the Small Whorled Pogonia, a federally endangered orchid. An educational brochure on the Furbish's Lousewort was developed and printed. And, in cooperation with the National Park Service, the program initiated the evaluation of the Cutler to Lubec coastline as a National Natural Landmark.

The Endangered Plant Technical Advisory Committee met three times to discuss and review proposed endangered and threatened plants. Working with botanists at the University of Maine, the program and committee proposed the Endangered Plant List at a public hearing in April. The Official Listing of 84 Endangered and 74 Threatened Plants was established in June 1988.

The program initiated the documentation of Heritage Coastal Areas in southern Cumberland and York counties. The Critical Areas Advisory Board nominated five Heritage Coastal Areas: Mt. Agamenticus, York River and Harbor, Perkins Cove to Mousam River, Cape Arundel to Biddeford Pool, and Scarborough Marsh/Prout's Neck.

The annual Critical Areas Awards were presented by the Governor to Boise Cascade and to the Briggs family of Harrison for their cooperation and voluntary efforts to protect Critical Areas.

CRITICAL AREAS

The Critical Areas Program provided considerable assistance to many landowners, government agencies, developers, and conservation organizations. The program advised landowners of the significance of areas they own, appropriate management for these areas, and sources of expert management assistance for specific problems. The program provided information to developers about areas sensitive to development and requiring special attention. Many State and federal agencies also received technical assistance from the program. Private non-profit conservation organizations, such as The Nature Conservancy, Maine Audubon Society and Maine Coast Heritage Trust use the program's information and data base. Eighteen areas were added to the Register of Critical Areas, and three areas were removed from the Register. At the end of FY 88 the Register contained a listing of 597 areas. The listing of Qualified-but-Unregistered areas contains 48 areas.

PUBLICATIONS: Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Brochures:

Critical Areas Program
Least Terns
Black Terns
Nodding Pogonia
Orchids
Rhododendron
Waterfalls
Atlantic White Cedar
Sand Beaches
Alpine Vegetation
Alcids
Leach's Storm Petrel
Oysters
Mountain Laurel
Eider Ducks
Intertidal Marine Invertebrates
Shagbark Hickory
Tupelo
Furbish Lousewort
Old-Growth White Pine
Piping Plover
Horseshoe Crab
Sassafrass
Terns
Eskers
Wading Birds
Gorges
Whitewater rapids
Fossils
White Oak

The Landowner's Options: A Guide to the Voluntary Protection of Land in Maine, a booklet.

FINANCES, FISCAL YEAR 1988: Expenditures are, by administrative decision, included with those of the State Planning Office.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES

MAJOR GENERAL ERNEST C. PARK, COMMISSIONER

Central Office: Camp Keyes, Augusta *Telephone:* 626-4271
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210; *Citation:* 37B M.R.S.A., Sect. 1
Average Count—All Positions: 251 State, 821 Federal
Legislative Count: 146 State

Organizational Units:
Military Bureau
Maine Emergency Management Agency
Bureau of Veterans Services
Administrative Services Division

PURPOSE: The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

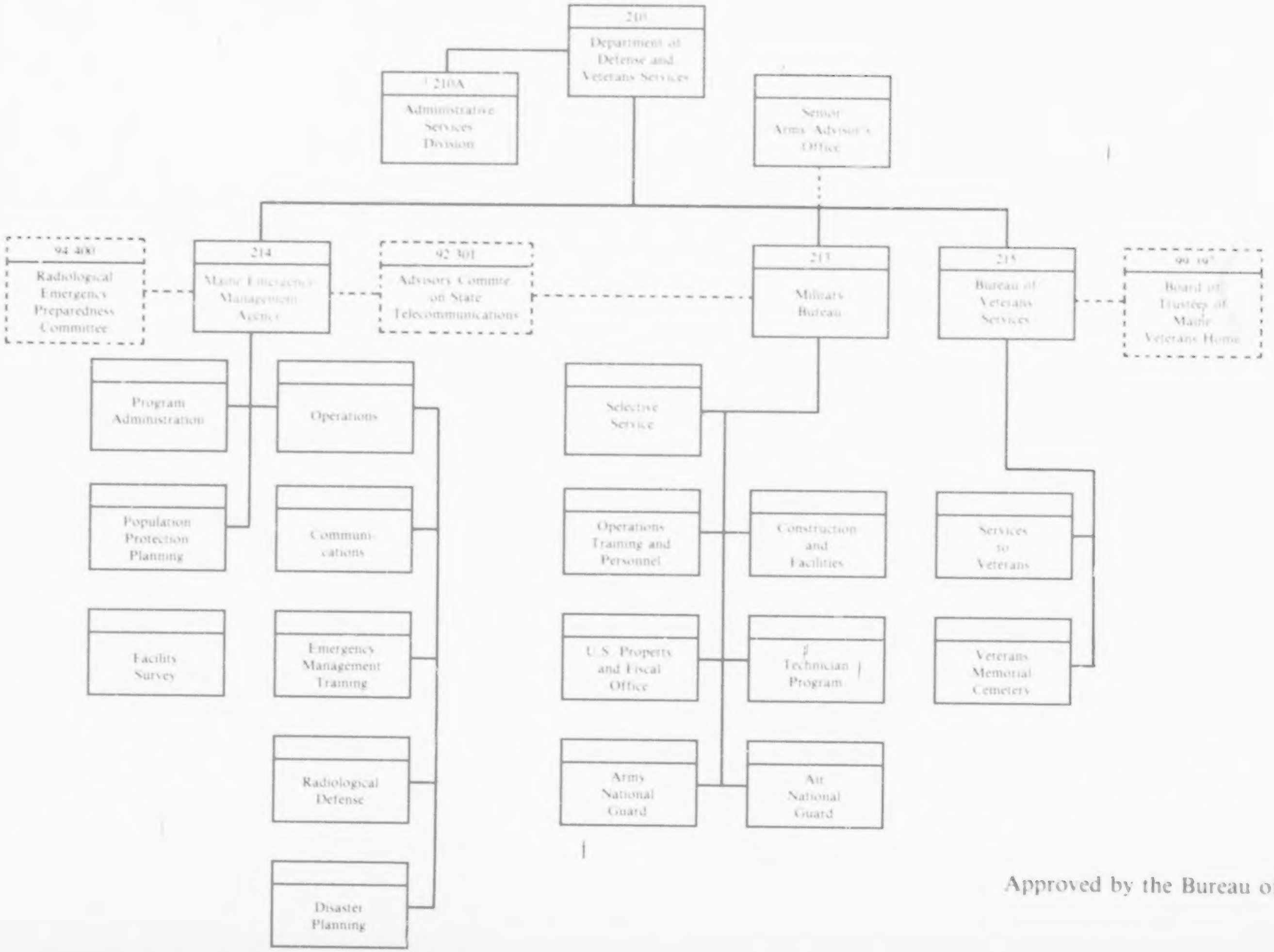
ORGANIZATION: The Department of Defense and Veterans Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans Services became the Bureau of Veterans Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau. Effective in June, 1974, the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness and assigned the Department its present name. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services. During the 113th Legislature the requirement was eliminated that the Director of the Military Bureau be the Deputy Adjutant General and the Bureau of Civil Emergency Preparedness was renamed to the Maine Emergency Management Agency (MEMA).

PROGRAM: The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	548,354	548,354				
Buildings and Improvement	44,313	44,313				
TOTAL EXPENDITURES	592,667	592,667				

ORGANIZATIONAL CHART
DEPARTMENT OF DEFENSE AND VETERANS' SERVICES
UMB 15


210
Department of Defense and Veterans Services
210A
Administrative Services Division
Senior Army Advisor's Office
94 400
Radiological Emergency Preparedness Committee
214
Maine Emergency Management Agency
92 301
Advisory Commte. on State Telecommunications
213
Military Bureau
215
Bureau of Veterans Services
90 19
Board of Trustees of Maine Veterans Home
Program Administration
Population Protection Planning
Facility Survey
Operations
Communi- cations
Emergency Management Training
Radiological Defense
Disaster Planning
Selective Service
Operations Training and Personnel
U.S. Property and Fiscal Office
Army National Guard
Construction and Facilities
Technician Program
Air National Guard
Services to Veterans
Veterans Memorial Cemetery

Approved by the Bureau of the Budget

DEFENSE AND VETERANS SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF DEFENSE AND VETERANS SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,032,325	2,410,819			1,621,506	
Health Benefits	309,411	194,376			115,035	
Retirement	726,703	433,574			293,129	
Other Fringe Benefits	35,662	17,609			18,053	
Other Contractual Service	2,536,603	1,118,213	108,128		1,310,262	
Rents	17,770	17,770				
Commodities	475,194	354,385			120,809	
Grants—Subsidies—Pensions	6,899,391	2,273,272			4,626,119	
Purchases of Land	3,900				3,900	
Buildings and Improvement	44,313	44,313				
Equipment	68,630	59,187			9,443	
Interest—Debt Retirement	144	95	2		47	
Transfers to Other Funds	133,347		1,877		131,470	
TOTAL EXPENDITURES	15,283,393	6,923,613	110,007		8,249,773	

ADMINISTRATIVE SERVICES DIVISION

RAYMOND N. DUTIL, DIRECTOR

Central Office: State Office Bldg. Basement, Augusta *Telephone:* 289-4070
Mail Address: Statehouse Sta. #104, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210A; *Citation:* 37B M.R.S.A., Sect. 3

Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The Administrative Services Division provides for centralized control in planning, data processing, budgeting, accounting, purchasing authorization, auditing, personnel management, affirmative action, training, and other administrative resources necessary to the general operations of the Department's various major programs and activities.

ORGANIZATION: The Administrative Services Division was organized from a nucleus of the old Adjutant General's Department in 1973. Personnel were also drawn from the Bureaus of Veterans Services and Civil Defense (later Civil Emergency Preparedness) to round out the Division so that it could fulfill those functions described in its Purpose.

PROGRAM: In carrying out its staff function of assisting the Commissioner, Bureau Directors, and Program Managers in the various daily operations of the Agency, this Unit has continued its routine tasks of: preparing biennial budget requests, annual work programs, and financial and budget orders; initiating purchase requisitions and orders when appropriate; processing invoice and contract payments, including workers' compensation obligations; billing for Armory rentals, federal service contracts, and other funds due the State; maintaining revenue and expenditure ledgers, accounts receivable, and real property/capital equipment inventory control records, and Armory Rental Log; processing personnel actions, including labor related activities; maintaining Agency Personnel and time records; providing training and orientation sessions for supervisory personnel, and new employees; conducting internal audit reviews and providing other administrative services as required. Additionally, staff members offer an information base to our Program managers that assists them in their daily operational decision-making process and thereby enhances management effectiveness through a much higher degree of control by those delegated that responsibility.

PUBLICATIONS:

Departmental Affirmative Action Plan (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	189,576	189,576				
Health Benefits	11,027	11,027				
Retirement	38,489	38,489				
Other Fringe Benefits	1,229	1,229				
Other Contractual Service	1,972	1,972				
Commodities	77	77				
Equipment	306	306				
TOTAL EXPENDITURES	242,676	242,676				

MAINE EMERGENCY MANAGEMENT AGENCY

DAVID D. BROWN, DIRECTOR

Incoming WATS: Emergency only 800-452-8735
Central Office: State Office Bldg., Augusta *Telephone:* 289-4080
Mail Address: Statehouse Sta. #72, Augusta, Maine 04333

Established: 1949 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 214; *Citation:* 37B M.R.S.A., Sect. 701

Average Count—All Positions: 21 *Legislative Count:* 12

Organizational Units:
- Administration Division
- Operations Division
- Planning Division
- Emergency Response Commission

PURPOSE: The Maine Emergency Management Agency is primarily responsible for the coordination of protection of the citizens from all emergencies, both natural and man-made. With the exception of responsibilities assigned to the military, this Agency coordinates the prevention, mitigation, and repair of damage resulting from disasters or catastrophes, such as forest fire, flood, earthquake, nuclear power accidents, enemy attack, or hurricanes. It also provides guidance and assistance to county and local governments in their efforts to provide protection to citizens and property.

The Agency uses planning, training, exercising and public education to accomplish this mission. A five step planning process developed by the National Governor's Conference has been adopted: 1) hazards are identified; 2) mitigation actions are considered; 3) capabilities are identified; 4) procedures are developed to meet the threat; and 5) resources are identified to aid in recovery. The agency's commitment is to develop a comprehensive emergency management plan containing guidelines flexible enough to address the unforeseen, as well as the identified hazards. Emergency plans and all other related activities are coordinated to the maximum extent possible with other departments of the State, Federal agencies, county and local governments, as well as neighboring states and Canada.

ORGANIZATION: The Maine Emergency Management Agency was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. A 1972 amendment, retitled the Maine Civil Defense Act, caused the agency to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated as the Department of Defense and Veterans Services and the bureau name changed to the Bureau of Civil Emergency Preparedness. The McKernan Administration requested the 113th Legislature to change the agency's name so that it is more in keeping with its emergency management role. Public Law, Ch. 370, signed by the Governor on June 19, 1987, redesignated the Bureau of Civil Emergency Preparedness as the Maine Emergency Management Agency effective September 29, 1987.

The Interstate Civil Defense and Disaster Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

The Radiological Emergency Preparedness Committee as established by state law, Title 37B MRSA, Section 954, oversees state and local planning and preparedness for the consequences of a major accident at a nuclear power plant.

The Governor, thru Executive Order, created the Emergency Response Commission in April of 1987 to coordinate the state government's role in carrying out Maine's planning and preparedness responsibilities for hazardous materials in compliance with Title III of the Federal Superfund Amendments and Reauthorization Act of 1986, Emergency Planning and Community Right-To-Know. The Bureau of Civil Emergency Preparedness carries out the planning and preparedness activities for the Commission.

The Maine Emergency Management Agency is internally organized into three divisions: Administration, Planning and Operations based on functional responsibilities. The primary responsibilities of the Agency are to coordinate, for the Governor, state government operations with that of county and local governments for emergencies resulting from natural disaster, technological hazards or national security incidents. The Agency's ability to function effectively during an emergency is dependent on the state agencies who staff the State Emergency Operations Center, and to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel. Other relief organizations such as the American Red Cross, Salvation Army, Civil Air Patrol, and Radio Amateur Emergency Services are called upon as required.

PROGRAM: The Federal Emergency Management Agency (FEMA) provides the majority of the Agency's funding. The FEMA allocation of federal matching funds for fiscal year FY 88 for personnel and administrative services was $513,579. It covers the federal fiscal year of October 1, 1987 through September 30, 1988. The funds are distributed by the State based on Annual Submission Requests from 39 towns, 15 counties and the State itself. This represents 50% of the funding. The other 50% is provided by state, county and local funding.

The following programs are funded 100% by FEMA.

Population Protection Planning	$123,000
Facility Survey	60,940
Radiological Instrumentation/Maintenance and Calibration	28,000
Radiological Protection Planning and Development	36,000
Emergency Management Training	58,000
Disaster Preparedness Improvement	25,000
Hazard Mitigation Assistance	15,000

All of the above programs are administered by a Comprehensive Cooperative Agreement between the Federal Emergency Management Agency and the State of Maine Emergency Management Agency.

Direction and Control. In an emergency, MEMA's EOC is the coordinating location for State activities. Selected representatives from Maine State agencies join the MEMA staff, providing information and their expertise in decision making. This group is called the State Emergency Response Team (ERT). It is activated whenever a serious threat exists in the State or an adjoining state. When the governor determines that a disaster is imminent, the Disaster Response Team (DRT), comprised of other State of Maine agencies plus federal and private representatives, assemble at the EOC and provide necessary assistance to the people of Maine.

With a modern facility, MEMA has an efficient and appropriately equipped work area for all organizations who participate in the coordination of Maine's response to an emergency. The Maine EOC gives members of the ERT an enhanced work area while concurrently providing the governor and selected staff immediate accessibility to representatives from all concerned agencies, and privacy for consultation and decision making. The DRT, located outside the EOC, also has direct access to current information, the ability to keep their offices updated and access to unique resources. The communications system is capable of rapid expansion and is equipped with ring-down lines, computer network(s), monitors and radio systems. This permits State agencies to respond to the needs of its citizens in an expeditious manner.

Communications & Warning. The communications and warning section operates and maintains communications systems that provide direct contact between the State Emergency Operating Center (EOC) and federal, state and local government agencies and field forces. The EOC's Communications Center is operated on a daily basis. Regularly scheduled tests and exercises are conducted to insure that a high level of operational readiness is maintained. Equipment maintenance is accomplished by the communications section.

A statewide emergency communications system provides dedicated channels to emergency managers for coordination. Communications with public safety agencies such as police, fire and medical services are conducted on their assigned agency frequencies. Interstate communications are accomplished with high frequency (HF) radio, radio teletype and off-net (private) telephone voice and data circuits. The Maine Emergency Broadcast System provides a means to release official government information from the EOC directly to the public over the State's commercial radio and TV broadcast stations.

Plans. Hazard Identification Capabilities Assessment Multi-Year Development studies were completed for 55 county and local jurisdictions, as well as for the State. Based on this information, Comprehensive Emergency Management Plans are being developed. Sections of these plans include: a summary of the general policies, responsibilities, and procedures used in emergency management and annexes describing emergency functions such as direction and control, evacuation, and resource management. Appendices to each function will be added as needed for specific hazards identified as having the greatest potential for impact on the area. All sections of each plan are reviewed using federal guidance and validated through an exercise.

Over 150 sections of plans were developed and submitted by county and local jurisdictions during Fiscal Year 1987-1988. In addition, 36 revisions of previous submissions were received. New agreements were developed between the State and the U.S. Air Force regarding emergency response. Plan validation exercises were held in 24 locations throughout the State and involved local, county, and State officials and volunteers. Modifications and expansion of the plans have been completed based on exercise evaluations.

Hazard analyses, basic plans, and detailed annexes and procedures for county and local jurisdictions in the State are placed in the Emergency Operations Center central file as they are developed and are available for quick reference if the need arises. Also included are federal and State emergency response plans, as well as interagency plans and those of private industries and organizations. These are for the use of the Emergency Response Team.

Revisions and expansion of these plans will continue with completion of over 50 plans scheduled. Training and plan validation exercises will be held, then hazard specific appendices and procedures will be developed. The Emergency Management organization is striving toward its goal of a uniform and cohesive system for coordination of response and recovery services throughout the State.

Population Protection Planning. Population Protection Planning (PPP) is a Federal Emergency Management Agency program funded at 100%, designed to develop comprehensive multi-hazard emergency management plans. The planners assist all levels of government in developing, maintaining, and exercising emergency operations plans which delineate how hazard mitigation, emergency preparedness, emergency response, and recovery activities are accomplished. State, county, and municipal governments are required by Maine statute to develop and maintain such plans.

These emergency plans consist of a basic plan with functional annexes and hazard specific appendices. The basic plan is a summary of general policies, responsibilities, and procedures used in emergency management. Each annex provides more specific information. Functional annexes describe how emergency tasks such as decision making, warning, evacuation, shelter, etc. are accomplished. Hazard specific appendices to the functional annexes describe the emergency tasks and procedures for a particular hazard which may have specific characteristics requiring non-standard responses.

State level planning conducted in FY 87-88 included completion of the Shelter and Evacuation Annexes along with appropriate functional and hazard specific appendices. The planners provided support for the Hazardous Materials Incident planning requirements. The planners have provided ongoing support to County and local Emergency Management Agency (EMA) Directors in the development of Emergency Operations Plans (EOP) by on-site assistance and training workshops, along with tracking and review of completed plan components.

Planning efforts for Maine Yankee and New Hampshire Yankee (Seabrook) Atomic Power Plants have preceded drills and exercises of response capability. The releases of hazardous materials and bomb threats at the International Paper mill in Jay prompted limited activation of MEMA staff.

PPP Planners have participated in Regional Conferences concerning Population Protection Program planning and the development of the Comprehensive Cooperative Agreement between the State of Maine and the Federal Emergency Management Agency. An International Emergency Management Conference was held with Maine and New Brunswick, Canada, representatives attending.

A restructuring of the Emergency Management Agency system and the introduction of the Local Operating Area (LOA) concept was accomplished with the assistance of the planners.

Increased computerization of emergency management functions has included staff training and implementation of the Emergency Information System. This system offers computerized resource management, event logging, development of checklists of response actions, the analysis of hazards, maintenance of situation reports, and identification of special needs groups, shelter and transportation resources. A State and Local Computer Users Group has been formed to exchange and share computer knowledge and application capability.

PPP Planners assisted in the preparation for and evaluation of the Aroostook County National Security Full Scale Plan Validation Exercise. They also provided assistance for the Piscataqua River and the Sanford Hazardous Materials Exercises.

A State Emergency Response Commission has been established by Executive Order, then by State Law to comply with the requirements of the Federal Emergency Management Agency and the U.S. Environmental Protection Agency. Assistance has been provided to this group and to the Local Emergency Planning Committees regarding hazardous materials response preparedness.

Comprehensive emergency management plan development is an on-going process. In the coming year, work will be completed on the state level plan. Plans will also be finalized for Maine's 16 counties and the plan development process continued for many municipalities. The Maine Emergency Management Agency will provide planning assistance, hold meetings, review plans, and conduct exercises to validate plan components.

An aggressive data collection effort has been started and will continue to develop an extensive inventory of the resources of State, County and municipal government resources as well as those of private industry.

Continued emphasis will be placed on supporting plan validation exercises that address natural, technological and national security hazards. The incorporation of Continuity of Government planning considerations into state, county and municipal EOP's will be supported.

Efforts will be made to achieve planning goal development for those municipalities who have not yet established Emergency Operations Plans.

Facility Survey Program. This is a Federal Emergency Management Agency (FEMA) program funded at 100%.

The Facility Survey Program provides data that is essential to Population Protection Planning. Expected outputs include surveys to identify the physical and architectural characteristics of existing government and public buildings that contribute to the protection of people from all hazards. Buildings are surveyed under one of two categories: 1) essential services buildings such as hospitals, police stations, and fire stations, and 2) buildings to provide shelter to persons displaced from their homes due to a disaster or life threatening emergency.

The survey converts and expands the existing shelter data base by determining suitability and capacity of such buildings to shelter people from multiple hazards, including adaptability of facilities to provide emergency lodging and feeding. In addition, the surveys identify other life support systems and resources needed in emergencies.

During FY 87-88 buildings in Auburn were surveyed during the first two quarters. The FS Engineer also designed and supervised construction of the State Emergency Operating Center (EOC) modifications.

During the second and third quarters of FY 87-88, an architectural student was hired and buildings were surveyed in Somerset and Hancock counties.

During FY 88-89 buildings in Knox and Lincoln counties will be surveyed.

Technical assistance is provided to local governments in identifying potential Emergency Operation Centers and their development, and to television and radio stations in the state in support of the Emergency Broadcast System.

Radiological Defense. The Federal Emergency Management Agency provides 100% funding for the Radiological Protection Planning and Development Program and the Radiological Instrument, Maintenance and Calibration Facility. In accordance with FEMA's Integrated Emergency Management Systems (IEMS) a coordinated program of radiological protection planning, training and instrumentation is accomplished.

Specific goals within this program are written radiological plans at all levels of government, training programs to instruct police, fire, rescue and volunteer personnel to understand the basics of radiation and to use specialized radiation detection equipment. Approximately 50 citizens were trained during this year.

A key part of this program is the Radiological Instrumentation/Maintenance and Calibration Facility which repairs, calibrates and deploys sets of instruments throughout Maine. This facility is 100% federally funded. Equipment sets in Androscoggin, Somerset, Oxford, and Knox counties were calibrated and exchanged.

The position of a 100% federally funded Radiological Officer was established to exercise and maintain fully operable radiological protection systems in all jurisdictions.

All elements of radiological protection provide continuous support via education and radiological detection equipment to the Maine Yankee Atomic Power Plant planning area communities.

Emergency Management Training & Exercise. This is a Federal Emergency Management Agency 100% funded program to coordinate the delivery of FEMA training courses. The training section is responsible for providing training and exercising to personnel of state, county, and local governments; representatives of social welfare and public assistance agencies; and other response personnel from the private sector. This training focuses on mitigation, preparedness and management aspects of response to emergencies. Training is also provided for dealing with radiological and hazardous materials emergencies. This section assists in the development and conduct of simulation exercises to evaluate emergency plans and the capability to respond to emergencies by state, county, and local governments. During FY 88 over 1,600 students participated in a wide range of training and exercise activities conducted by the Agency. This section also coordinated attendance at federal training facilities for 25 state and local personnel.

Within many counties of this state the past efforts in planning, training and exercising were tested under actual disaster conditions.

This section administers the distribution of films and video tapes from the Agency's library to schools, private organizations and local governments.

Disaster Preparedness Improvement. Disaster Preparedness Improvement (DPI) is a federally funded program. The major emphases are upgrading and improving disaster assistance plans and procedures, improving State and local efforts to reduce vulnerability to losses, training personnel in disaster assignments, and improving public awareness and response to natural hazards.

During the 1987-1988 year the Damage Assessment, Disaster Assistance and Hazard Mitigation Annexes to the State Comprehensive Emergency Operations Plan were completed. In conjunction with this the Damage Assessment system, used for collecting data following a disaster, was updated. New forms have been developed and distributed to all counties and towns throughout the State. Workshops on the correct use of these forms were conducted in five different locations.

A survey was developed and distributed to several State and federal agencies involved in disaster assistance and the American Red Cross. Questions were asked regarding the State's ability to apply for and deliver disaster assistance. Most agencies contacted replied and almost all those replying felt that, considering the infrequency of Maine's disasters, the State responded to the needs of her citizens in an efficient manner following the April 1987 flood.

Research and written material were contributed to the State's Hazard Mitigation or "406" plan (required by FEMA following a Presidential Declaration of a Major Disaster). The DPI planner contributed most of the history section of that document. One of the recommendations contained in the "406" is that the Maine Emergency Management Agency (MEMA) develop and coordinate annual Flood Awareness Public Officials Conferences. The DPI planner was very involved in that project. Five conferences were conducted: one each in Portland, Lewiston, Augusta, Bangor and Caribou.

A pamphlet has been developed titled "Emergency Preparations for People with Disabilities." In the pamphlet, disabled persons are encouraged to evaluate their situations and take steps to prepare in advance for an emergency. The pamphlets will be distributed through the many agencies that serve disabled persons.

A "Handbook for Public Officials on Disaster Assistance" is also being developed. It is hoped that many of the questions asked following last year's disaster can be answered in advance of the next major incident.

Future projects include the completion of the above mentioned handbook, assistance in the development and review of completed county and local damage assessment, disaster assistance and hazard mitigation annexes to their Emergency Operations Plans as well as the updating and revising of those same annexes to the State plan. There is a tentative proposal to conduct Hurricane Awareness Workshops in the spring and to begin development of a training course for Emergency Service personnel in "How to Rescue People with Disabilities."

Hazardous Materials. On April 13, 1987, Governor John McKernan signed Executive Order No. 15. This Executive Order established a nine member Emergency Response Commission. This action was consistent with emergency planning, preparedness and response requirements for the accidental release of acute toxic chemicals to the environment. This action was in accordance with Superfund Amendments and Reauthorization Act (SARA), Public Law 99-499 enacted October 17, 1986. Title III of that act established a comprehensive and detailed program under the auspices of the U.S. Environmental Protection Agency (EPA) and Federal Emergency Management Agency (FEMA) for community involvement via the Local Emergency Planning Committees (LEPC) in planning, emergency notification, response and enforcement in the event of an accidental release of an Extremely Hazardous Substance (EHS) at a facility using, storing or manufacturing chemicals designated by EPA as EHS.

The State Emergency Response Commission (SERC) chaired by the Director of Maine Emergency Management Agency (MEMA) held its first meeting Tuesday, 15 May 1987. To date this unfunded Commission has met on twelve occasions at the State Emergency Operations Center (EOC). The SERC normally meets on the fourth Wednesday of each month at 9 a.m. The Commission addresses and resolves such topics and issues as:

A. Monitoring and reviewing EHS emergency operations plans.
B. Providing technical assistance and guidance to LEPC's.
C. Developing and issuing policies and procedures for public safety agencies and facilities concerned with EHS.
D. Receiving, processing and analyzing various types of EHS data.
E. Providing EHS data to public safety agencies when responding to EHS emergencies.

The second session of the 113th Legislature authorized the establishment of one Research Assistant position for SARA Title III. This individual will work with the SERC, State of Maine agencies, LEPC's and concerned agencies of the federal government to impelement the activities mandated by Public Law 49-499.

Public Information. Public Information within this Agency is accomplished on a collateral duty basis.

The Agency issues approximately 50 Public Service Announcements (PSA) each fiscal year. These PSA's usually are in the form of public safety techniques associated with natural and man-made disasters or safety procedures which should be observed in the work place or around the home.

LICENSES, PERMITS, ETC.:

Completion of Agency sponsored courses and those field courses sponsored by the National Emergency Training Center result most generally in one of the following:

Continuing education credits for police, fire, and EMT's.
Certificate of completion
College credit for semester hours.

PUBLICATIONS: (All available at no cost)

When You Return to a Storm Damaged Home
Questions and Answers on the National Flood Insurance Program
Winter Storms
After the Fire: Returning to Normal
In Time of Emergency
Protection in the Nuclear Age
Handbook for Radiological Emergency Workers

Home Study Courses: (All available at no cost)

Emergency Program Manager HS-1
Emergency Management U.S.A. HS-2
Radiological Monitoring HS-3
Preparedness Planning in a Nuclear Crisis HS-4

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE EMERGENCY MANAGEMENT AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	443,468	133,940			309,528	
Health Benefits	31,615	8,809			22,806	
Retirement	80,383	24,283			56,100	
Other Fringe Benefits	3,369	965			2,404	
Other Contractual Service	101,635	27,781			73,854	
Rents	1,359	1,359				
Commodities	17,621	2,189			15,432	
Grants—Subsidies—Pensions	6,541,956	1,915,837			4,626,119	
Equipment	49,584	40,141			9,443	
Interest—Debt Retirement	21	21				
Transfers to Other Funds	83,967				83,967	
TOTAL EXPENDITURES	7,354,978	2,155,325			5,199,653	

MILITARY BUREAU

VACANT, DIRECTOR

Central Office: Camp Keyes, Augusta *Telephone:* 626-4271
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333-0033
Established: 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 213; *Citation:* 37B M.R.S.A., Sect. 2
Average Count—All Positions: 188 State, 821 Federal *Legislative Count:* 95
Organizational Units:
Maine Army National Guard
Maine Air National Guard

PURPOSE: The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard with units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. The Bureau will also respond to a civil emergency involving nuclear attack, and report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-A, Chapter 15), to be known as the Maine State Guard.

ORGANIZATION: The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law has been revised several times to more appropriately reflect and meet the needs and actual functions of the Department. The most recent revisions have eliminated the requirement that the Director of the Military Bureau be the Deputy Adjutant General and changed Civil Defense to the Maine Emergency Management Agency (MEMA).

The current organizational structure of the Maine Army and Air National Guard administered by the Bureau is as follows:

The Maine National Guard is comprised of the Maine Army National Guard and the Maine Air National Guard. Both are under the command of the Adjutant General, who is appointed by the Governor to supervise and direct their operations.

The Maine Army National Guard is composed of the following:

A. Headquarters — State Area Command — Augusta
  1. Headquarters and Headquarters Detachment — State Area Command — Augusta
  2. Troop Command — Augusta
    a) 286th Service and Support Batallion, Headquarters and Headquarters Detachment — Gardiner
      1. 152d Heavy Equipment Maintenance Company — Augusta
      2. 1136th Transportation Company — Light Medium Truck, Brunswick
      3. 314th Medical Company — Millinocket
      4. Co B, 3rd Battalion, 172nd Infantry (Mountain) — Rumford
    b) 1st Battalion 152d Field Artillery — Caribou
    c) 112th Medical Company (Air Ambulance) — Bangor
    d) 195th Army Guard Band — Bangor
    e) 121st Public Affairs Detachment — Augusta
    f) 181st Air Traffic Controllers — Bangor
    g) 3620th Transportation Detachment (Movement Control) — Augusta
  3. 240th Engineer Group, Headquarters and Headquarters Company — Waterville
    a) 133d Engineer Battalion (Combat)(Heavy) — Portland
    b) 262d Engineer Battalion (Combat)(Corps) — Bangor

The Maine Air National Guard is composed of the following:

B. Headquarters Maine Air National Guard — Augusta
  1. 101st Air Refueling Wing — Bangor
    a) 132d Air Refueling Squadron — Bangor
    b) 101st Consolidated Aircraft Maintenance Squadron — Bangor
    c) 101st Resources Management Squadron — Bangor
    d) 101st United States Air Force Clinic — Bangor
    e) 101st United States Air Force Clinic OOMC — South Portland
    f) 101st Combat Support Squadron — Bangor
    g) 101st Civil Engineering Squadron — Bangor
    h) 101st Security Police Flight — Bangor
    i) 101st Information System Flight — Bangor
  2. 243rd Engineering Installation Squadron — South Portland
  3. 265th Combat Information System Squadron — South Portland

PROGRAM: During FY 88, the Maine National Guard's overall strength dropped to 91.5% of authorized level. There were no major call-ups of National Guard units for state emergency service. However, a total of 6 MEDEVAC/Search and Rescue Missions, various community services, and approximately 50 civic related projects were accomplished by Maine Guard units throughout FY 88. All units satisfactorily completed annual training without major incidents/accidents. Federal expenditures within the state approached $20,000,000.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,826,987	1,518,633			1,308,354	
Health Benefits	224,073	132,226			91,847	
Retirement	506,063	269,691			236,372	
Other Fringe Benefits	26,283	10,701			15,582	
Other Contractual Service	1,758,753	454,870	108,128		1,195,755	
Commodities	427,520	330,224			97,296	
Grants—Subsidies—Pensions	185,824	185,824				
Purchases of Land	3,900				3,900	
Equipment	13,896	13,896				
Interest—Debt Retirement	116	67	2		47	
Transfers to Other Funds	48,306		1,877		46,429	
TOTAL EXPENDITURES	6,021,721	2,916,132	110,007		2,995,582	

BUREAU OF VETERANS' SERVICES

JAMES A. McMAHON, Director

Central Office: State Office Bldg., Room B9 *Telephone:* 289-4060
Mail Address: Statehouse Sta. #117, Augusta, Maine 04333
Established: 1947 *Sunset Review Required by:* June 27, 1989
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 215; *Citation:* 37B M.R.S.A., Sect. 501-507
Average Count—All Positions: 34 *Legislative Count:* 31
Organizational Units:
Field Offices (8)
Itinerant Offices (20)
Maine Veterans Memorial Cemetery
Claims Office

PURPOSE: The Bureau of Veterans' Services was established to provide services to Maine Veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, through its chain of local offices, assists veterans and their dependents in claiming and obtaining the various State and Federal benefits to which they are entitled in connection with service in the Armed Forces of the United States. The Bureau also administers a program of financial aid to needy veterans and to needy dependents of incapacitated or deceased veterans; awards educational benefits to children, spouses or widows/widowers of veterans who died or became 100% permanently and totally disabled because of service in the U.S. Armed Forces; issues certificates of eligibility to war veterans seeking state guarantees of small business loans; keeps and maintains records of Military service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans Memorial Cemetery for war veterans discharged under honorable conditions and to eligible members of their immediate family.

ORGANIZATION: The Bureau of Veterans' Services was created by Council Order in 1945 as the Division of Veterans Affairs. The agency received authorization in 1947 and was established with a state office and seven local offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963, and in the spring of 1970, the Maine Veterans Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans Services which, in 1974, was redesignated the Department of Defense and Veterans Services.

The Maine Veterans Small Business Loan Authority Board was established in 1973, and was in 1983, redesignated under the Finance Authority of Maine as the Maine Veteran's Small Business Loan Program, with the Bureau Director of Veteran's Services serving as a member of the Veterans Advisory Committee.

By virtue of his position as Director of the Bureau of Veterans Services, he serves as ex-officio member on the Maine Veterans Nursing Home, Board of Trustees.

PROGRAM: Veterans Services encompass all of the administrative functions and financial aid programs of the Bureau of Veteran's Services.

Claims Service. During the fiscal year, 927 new authorizations to have the Bureau represent claimants to the Veterans Administration for claims were developed, making for an approximate total of 22,640 clients represented by the Bureau of Veteran's Services. A total of 843 claims for compensation and pension were filed on behalf of Maine veterans or their survivors. These claims were originated by veterans counselors assigned to the Bureau's eight local offices and channeled to the Bureau claims office at the Veteran's Administration Center at Togus. The claims specialist there, who serves as the claimant's advocate, filed the claims with the V.A. for adjudication. In the process, appropriate action was taken as indicated to obtain new or additional evidence to determine the correctness of actions by the V.A., or appeals on disputed cases were filed. The Bureau had 87,195 contacts by veterans or dependents on veterans affairs and $3,007,296 in new or augmented benefits were awarded to claimants by the V.A. as a result of actions by the Bureau.

Financial Aid. During the year, 254 awards of financial aid (Veterans Financial Assistance) were made to Maine veterans and/or to their families.

Veterans Dependents Educational Benefits. Under this program, up to $300 per year towards the costs of higher education and free tuition in state-supported institutions of higher education may be awarded to children, spouses or widows/widowers of veterans who became 100% permanently and totally disabled or died as a result of service in the Armed Forces of the United States. New applicants who are awarded benefits after 6/30/80 receive either full tuition in any state-supported institution or if attending a non-state supported institution of higher learning, a maximum of $300 per year is payable. One hundred forty-four persons received benefits during the year as follows: 118 attended State-supported colleges, 10 attended Private In-State colleges and 16 attended Private Out-of-State colleges. A total of $5,825.00 was expended to assist these students.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 60 veterans as eligible for guaranty of loans by the Finance Authority of Maine, Maine Veteran's Small Business Loan Program. The Board actually guarantees approved business loans up to 85% on amounts up to $600,000 under the Maine Veterans Small Business Loan Program and up to 85% on amounts up to another $500,000 under the Small Business Loan Program, making for a possible guarantee of up to $1,100,000 available to a veteran under the combined programs.

Records of Military Service. The Bureau maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 385,600 such records are now on file in the Bureau.

Maine Veterans Memorial Cemetery. During the year, 482 burials were made, of which 358 persons were veterans, 117 were spouses, and 7 were dependent children and at the end of the year, 5,762 persons were buried in the cemetery. Three hundred seventeen reservations for burial were made by surviving veterans, spouses and dependent children and at the end of the year there were 3,085 reservations for future burial on file.

LICENSES, PERMITS, ETC.:

Certificate of Eligibility for Maine Veteran's Small Business Loan Program. The Bureau issues a Certificate of Eligibility to qualified Maine war veterans to make them eligible under the state guaranty program of the Maine Veteran's Small Business Loan Program, administered by the Finance Authority of Maine.

PUBLICATIONS: (All free)

Maine Veterans Laws, 1984 Edition.
Informational Pamphlet on Veterans Financial Assistance.
Maine Veterans Memorial Cemetery (Brochure).
Guide to Maine Veterans Benefits, Revised April 1988.
1980 Maine Veterans Census.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VETERANS' SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	572,294	568,670			3,624	
Health Benefits	42,696	42,314			382	
Retirement	101,768	101,111			657	
Other Fringe Benefits	4,781	4,714			67	
Other Contractual Service	125,889	85,236			40,653	
Rents	16,411	16,411				
Commodities	29,976	21,895			8,081	
Grants—Subsidies—Pensions	171,611	171,611				
Equipment	4,844	4,844				
Interest—Debt Retirement	7	7				
Transfers to Other Funds	1,074				1,074	
TOTAL EXPENDITURES	1,071,351	1,016,813			54,538	

CONTACTS AND CLAIMS REPORT
1987-88

	Portland	Lewiston	Rockland	Waterville	Bangor	Machias	Caribou	Togus	Floating	State Office	Grand Totals
Total Contacts**	8,863	9,696	5,912	7,665	14,210	3,702	6,986	12,712	5,857	11,592	87,195
*Personal	2,990	2,038	1,272	1,628	2,421	899	1,433	2,897	297	428	16,303
*Meetings	104	4	4	18	2	0	12	117	2	63	326
*Telephone	4,444	3,904	2,597	3,728	8,661	1,309	3,177	8,065	2,850	6,146	44,881
*House Call	43	29	14	39	112	32	2	7	1	11	290
*Correspondence	1,282	3,721	2,025	2,252	3,014	1,462	2,362	1,626	2,707	4,944	25,395
Mail Received Count	4,454	4,990	4,156	3,507	6,799	3,358	3,326	6,107	4,215	6,597	47,509
Claims Filed	127	125	64	59	213	86	167		2		843
Recoveries	$552,245	$387,346	$266,645	$424,672	$781,307	$225,935	$369,146		–		$3,007,296
VFA Applications (Veterans Financial Assistance)	45	47	67	53	32	15	23		16		298
VFA Awards	41	36	64	44	24	12	17		16		254

DEFENSE AND VETERANS SERVICES

Fiscal Year	Contacts	Recoveries
1975-76	72,951	2,439,016
1976-77	76,532	2,692,080
1977-78	71,552	2,734,035
1978-79	85,116	2,834,258
1979-80	77,424	3,101,986
1980-81	77,079	3,291,653
1981-82	72,480	3,409,848
1982-83	65,757	3,574,410
1983-84	61,340	3,319,336
1984-85	64,380	3,480,693
1985-86	76,010	2,676,717
1986-87	80,640	2,658,769
1987-88	87,195	3,007,296

FISCAL REPORT OF BURIALS
JULY 1, 1987—JUNE 30, 1988
Maine Veterans Memorial Cemetery (MVMC)

TOTAL BURIALS FOR YEAR = 482

Vet	Spouse	Children
358	117	7

TOTAL RESERVATIONS FOR YEAR = 319

Vet	Spouse	Children
82	235	2

TOTAL RESERVATION FILLS FOR YEAR = 81

Vet	Spouse	Children
28	52	1

TOTAL CANCELLATIONS FOR YEAR = 7

Vet	Spouse	Children
2	3	2

TOTAL UNFILLED RESERVATIONS DURING YEAR = 231

Vet	Spouse	Children
52	180	-1

TOTAL BURIALS SINCE MVMC STARTED = 5762

Vet	Spouse	Children
4632	1042	88

TOTAL RESERVATIONS MADE SINCE BEGINNING = 3698

Vet	Spouse	Children
860	2795	43

TOTAL RESERVATION FILLS SINCE BEGINNING = 606

Vet	Spouse	Children
224	375	7

TOTAL CANCELLATIONS = 7

Vet	Spouse	Children
2	3	2

TOTAL UNFILLED RESERVATIONS IN MVMC TO DATE = 3085

Vet	Spouse	Children
634	2417	34

MVMC CERTIFICATES OF ELIGIBILITY ISSUED = 786

In-State = 682
Out-of-State = 104

VETERANS DEPENDENTS EDUCATIONAL BENEFITS PROGRAM

July 1, 1987 through June 30, 1988

State Supported Colleges		Private Colleges In-State		Private Colleges Out-Of-State		TOTAL
Future Enrollment	2	Future Enrollment	0	Future Enrollment	0	2
Outgoing Students	65	Outgoing Students	8	Outgoing Students	11	84
New Applications	66	New Applications	3	New Applications	6	75
Applications Granted	55	Applications Granted	2	Applications Granted	5	62
Denied Applications	10	Denied Applications	1	Denied Applications	13	24

TOTAL PERSONS RECEIVING BENEFITS DURING THE YEAR

State Supported Colleges		Private Colleges In-State		Private Colleges Out-of-State		TOTAL
Applications Granted (Less future enrollment)	53	Applications Granted (Less future enrollment)	2	Applications Granted (Less future enrollment)	5	60
Outgoing Students	65	Outgoing Students	8	Outgoing Students	11	84
Total Attendance	118	Total Attendance	10	Total Attendance	16	144

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

JEAN E. MATTIMORE, COMMISSIONER
DEPARTMENT OF FINANCE

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse Sta. #78, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 311; *Citation:* 5 M.R.S.A., Sect. 884

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Administration of the deferred compensation program with State departments, agencies, boards, commissions or institutions is under the direction of the Department of Finance. The Advisory Council on Deferred Compensation Plans was established to review the operations of the program and to advise the Department on matters of policy.

ORGANIZATION: The Advisory Council on Deferred Compensation Plans, established in 1973, consists of seven members, including the Commissioner of Finance as Chairman, the Insurance Superintendent and the Superintendent of Banks and Banking, ex officio, or their designees, and four State employees appointed by the Governor for terms of three years. The Council is required to meet at least once a year.

PROGRAM: In conjunction with the Advisory Council on Deferred Compensation Plans, the Department of Finance conducted open enrollment on a monthly basis.

PUBLICATIONS: *Maine State Employees Deferred Compensation Plan Booklet. Rev. 1987*

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

MAINE DEVELOPMENT FOUNDATION

STEPHEN L. GRISWOLD, CHAIRMAN
HENRY BOURGEOIS, President

Central Office: One Memorial Circle, Augusta *Telephone:* 622-6345
Mail Address: One Memorial Circle, Augusta, Maine 04333

Established: 1977

Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 399; *Citation:* 10 M.R.S.A., Sect. 916

Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: As specified in its enabling legislation, the purpose of the Maine Development Foundation is: "to foster, support and assist economic growth and revitalization in Maine...in complement to and in coordination with the economic development activities of the private sector, community and regional agencies and State government."

The Maine Development Foundation is a private, state-wide development corporation, supported financially by both private and public sources of funds, and operated under the direction of a Board of Directors drawing upon the leadership of the business, government, and education sectors. It was formed and is operated on the premise that an effective, goal-oriented partnership between private and public forces is an essential ingredient in successful economic development.

The Foundation has a four-part program to accomplish its objectives:

- Economic policy development.
- Economic education through the Institute on the Maine Economy.
- Development projects of statewide significance.
- Regional economic development strategies.

The Foundation is unique in the country and has received national recognition for its innovative and results-oriented, problem solving approach.

ORGANIZATION: Enabling legislation (10 M.R.S.A. §915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. This legislation established the Foundation as a not-for-profit corporation with important new capabilities for stimulating economic development in Maine.

The Foundation has the powers of a private corporation, which allows the board of directors the freedom to establish and change the activities of the Foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage the active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the Foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The Board of Directors consists of fifteen people: twelve elected by the corporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector corporators and seven from among the private sector corporators. The president is appointed by the other directors and is the fifteenth director.

The funding provisions for the Foundation have encouraged the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b) appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become corporators by contributing to the Foundation. Minimum contributions are $50/year for public corporators and $250/year for private corporators.

PROGRAM: The Foundation's program for 1988 includes the following:

The Institute on the Maine Economy trains state legislators on how the Maine economy works. The Institute provides briefing sessions, data books, and economic tours for Maine state legislators on the basics of the Maine economy and the impact of their policy decisions on business investment. Over 100 of the State's 186 legislators directly participate in the Institute's programs on an ongoing basis. This "classroom without walls" achieves impressive results by providing basic facts about the Maine economy to legislators and enhancing the business-government partnership in Maine.

A new Institute effort—the Business Leaders Program—familiarizes business leaders with how the Maine State Legislature works and how government operates. The business program is the "flipside" of the basic Institute program for the legislators, and gives top executives a working knowledge of the legislative process by pairing them with a legislator during the session.

The Maine Aspirations Compact is a new program of the Foundation to develop education-business partnerships in elementary and secondary schools. The program is jointly sponsored with the Department of Educational and Cultural Services. Over the next year the Maine Aspirations Compact, represented by a 33-member Advisory Board, plans to support the formation of local aspirations compacts throughout the state and prepare a State Aspirations Plan.

Science and Technology programs will be greatly expanded under the new Maine Science and Technology Commission (effective 7-1-88). The Commission's predecessor, the Maine Science and Technology Board, was administered by the Foundation in its first two years. The new Commission will provide support for Centers of Innovation designed to assist businesses in technology utilizations and research applications.

Regional Economic Development Strategies have been completed in mid-Maine, Somerset County, the North Kennebec region, and work is underway in York County. The Foundation is successful in bringing business and government leaders together to articulate long-term economic needs of their regions and to develop action plans to accomplish their goals and objectives. These strategies provide very specific direction to local business and government officials who are responding to significant changes in their economy.

Statewide Strategies and Analyses are prepared by the Foundation and include the State's first economic development strategy, *Establishing the Maine Advantage.* Other recent studies focus on telecommunications capacity in Maine, analyses of the availability of start-up capital for small Maine firms, and the technology strategy for Maine which resulted in the creation of the Science and Technology Board. Earlier studies examined industry sectors including the poultry industry, paper and wood products industry, fishing industry and an analysis of marketing of Maine products.

PUBLICATIONS:

Annual Report, The Maine Development Foundation
Newsletters—Put out by the Foundation to its corporators periodically

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	230,381	230,381	–			
TOTAL EXPENDITURES	230,381	230,381				

MAINE SCIENCE AND TECHNOLOGY BOARD

PATRICIA TANSKI, EXECUTIVE DIRECTOR
DANA M. CAT, Chairman

Central Office: Augusta *Telephone:* 622-6345
Mail Address: One Memorial Circle, Augusta, Maine 04330
Established: August 10, 1984 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 399M; *Citation:* Exec. Order 2 FY 84/85

PURPOSE: The Maine Science and Technology Board provides leadership to stimulate the development and expansion of advanced technology industries in Maine and to assist Maine business in utilizing advanced technologies to improve their competitiveness. Primary Board functions are to identify and promote existing science and technology activities within the state, to develop new science and technology programs to assist Maine businesses, to increase public awareness and understanding of the need for businesses to use advanced technologies and to advise the Governor on other initiatives to assist Maine businesses in using technology to be more competitive. The Board works with appropriate state agencies, the University, VTI system and other public agencies to assure coordination of the state's technology development efforts.

ORGANIZATION: The Board consists of up to 13 members appointed by the Governor. Members serve on a three-year staggered term. Membership includes leadership from business and industry, government, labor and education. The Directors of the State Development and Planning Offices, the Commissioners of the Department of Agriculture, Labor and Education and two representatives of the University of Maine System participate as non-voting members. The board is advisory to the Governor and administered by the Maine Development Foundation.

PROGRAM: The Maine Science and Technology Board meets on a regular basis to conduct subcommittees for special issues. The Board has engaged an Executive Director who is responsible for implementing Board policy and carrying out program objectives. The Board meets periodically with the Governor, University administrators, Vocational Technical Institute administrators, and other state and educational agencies to implement and coordinate technology related initiatives.

Technology Transfer: The Board administers a challenge grant program to encourage public/private technology transfer programs. In the current year, these grants include:

Technology Innovation Project (TIP) Grants: This program has resulted in a $739,400 investment in technology transfer projects to strengthen Maine's economy through technology ($267,800 MSTB + $471,600 leveraged funds from other sources).

- Technology audits for small/medium size manufacturers (USM)
- New Technology for fishing
  - —A more efficient net for groundfish
  - —A more effective method for finding herring
- Statewide engineering center to support manufacturers (UM)
- Floating tidal powered nursery for aquaculture industry
- Compost technology for organic industrial waste

Information and Analysis:

Small Business Innovation Research Grant Program: The Board cosponsored a conference/workshop for small businesses to increase their participation in the federal Small Business Research Grant Program, and initiated a "red flag" system for interested firms to notify them of upcoming solicitations. As a result, one firm received $500,000 for new product development through this program.

Conference on Technology in Manufacturing: The Board cosponsored a conference on technology in manufacturing attended by 100.

Education:

The Board supported K-12 education by cosponsoring the state Science fair. Student participation in the science fair has increased dramatically (from 175 in 1986 to over 200 in 1988).

The Board also cosponsored a special recognition dinner for candidates for Presidential Awards in science and math.

The Board worked with the Vocational-Technical Institutes to create a new system, independent from state government. This new system is more flexible, and can more easily respond to demands required by new technologies.

The Board worked with the Maine Development Foundation to establish Educators in Science and Technology in industry for 10 secondary school teachers.

Current Activities: Current activities of the Board include the following:

- Research Execellence Partnership: This is a joint project with the University of Maine System to improve Maine's research capability by developing a network of research institutions in Maine.
- Technology Profile: The Board will develop a technology profile of the food processor industry.
- Directory of Postsecondary Resources: The Board will work with postsecondary resources that support science and technology.
- Aggressive promotion of Maine's accomplishments relating to science and technology.

PUBLICATIONS:

Technology Strategy for Maine — 1984
Entrepreneurship in Maine
  **Equity Financing*
  **Incubator Development*
Research and Development in Maine — 1986
Science and Technology Capacity in Maine — 1988
"Tech Talks," a quarterly column in Maine Enterprise, a bimonthly business magazine

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SCIENCE AND TECHNOLOGY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	200,000	200,000				
TOTAL EXPENDITURES	200,000	200,000				

STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES

JOSEPHINE S. EMANUELSON, CHAIRPERSON
PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: Nash Bldg., Augusta *Telephone:* 289-4213
Mail Address: Statehouse Sta. #139, Augusta, Maine 04333
Established: October 1, 1974 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 050; *Citation:* 34B M.R.S.A., Sect. 1211
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The primary purpose of the State Planning and Advisory Council on Developmental Disabilities is to improve and enhance the network of services available to persons with developmental disabilities of all ages in Maine. The Council serves as an advocate for persons with developmental disabilities by providing a public forum for consumers, parents and family members to meet with state agency representatives and other providers to address the service needs of developmentally disabled persons.

ORGANIZATION: The Maine State Planning and Advisory Council on Developmental Disabilities was established in 1971 by an Executive Order and by statute in 1981. The Council consists of twenty-five members appointed by the Governor or serving by virtue of their positions in state government. Appointees are persons with developmental disabilities, parents or guardians of such persons, representatives of higher educational facilities, and other groups concerned with services to persons with developmental disabilities in Maine. Those who serve by virtue of their positions are representatives of the three principal state agencies that serve persons with developmental disabilities. Council membership reflects a regional distribution across the State, as well as an attempt to equitably represent disabilities associated with the target population.

The Council is staffed by an Executive Director, a Planner, and a Secretary. Administrative support is provided as needed by the Department of Mental Health and Mental Retardation. Other sources of manpower, such as consultants, special projects, etc. are utilized as needed. The Council's committees assist in determining its annual activities. The Legislative Committee is responsible for reviewing legislation relating to developmentally disabled persons and for formulating the Council's legislative program. The Plan Development Committee oversees the development and implementation of the State Plan. The Public Information and Education Committee is responsible for planning the Council's information/education program and oversees production of its publications. The Monitoring and Evaluation Committee participates with the Department of Mental Health and Mental Retardation in evaluating the implementation of the State Plan. The Council's Executive Committee reviews issues to be brought before the Council and sets the agenda for monthly meetings.

PROGRAM: The following is a sampler of Council activities as it addressed the objectives of its State Plan for meeting the service needs of persons with developmental disabilities. The priority areas selected for the Three-Year State Plan are Child Development, Community Living Arrangements, and Employment Related Activities.

As examples of its activities in 1988, the Council participated in:

1. **Family Support.** Family Support, including respite care has emerged as the major emphasis in the Council's Three-Year Plan. Maine currently has a statewide respite care coordination project that provides respite care training and coordination from regional offices in Portland and Bangor. The Council has sponsored a family support conference that focused on families' needs and preferences. The Maine Family Contribution Study is currently under way gathering information on family supports that enable families to maintain their children with disabilities at home. Major focuses of the study are the economic and social contributions of Maine families who care for their children at home. The Maine Parent Federation has received a grant to strengthen parent and family groups across Maine.

2. **Maine Chapter of the Autism Society of America (MCASA)** received a grant from the Council, the Bureau of Mental Retardation and the Bureau of Children with Special Needs to aid in the development of the Maine Chapter. The Chapter will offer educational and informational services to social and medical service agencies.
3. **Maine State Housing Authority (MSHA)** offers a range of housing services to Maine's citizens. The Council has established a revolving loan fund at MSHA that is used for start-up funds for residential alternatives for persons with developmental disabilities.
4. **Transitional Services for Handicapped Persons Beyond School Age.** The Maine State Legislature established a transitional services coordination project through an interdepartmental coordinating committee (the Committee on Transition). The Council has contributed to the funding package for this transition demonstration project, and currently provides funding for support for staff for the Committee on Transition.
5. **Replication of the Hospital Industries Project.** The Hospital Industries Project (HIP) model centers on employment of persons with disabilities in community-based integrated work settings. The Maine Medical Center's Rehabilitation Medicine Unit developed the original concept and provides technical assistance and guidance in project development to support the replication goals of four additional hospital-based HIP sites and two sites of the University of Maine. The Council provides financial support for the replication effort.
6. **Meeting the New Requirements of the Development Disabilities Act.** An important part of the Council's activities has been its work towards meeting the new requirements of PL 100-146, the Developmental Disabilities Assistance and Bill of Rights Act of 1987. After a careful review by the Council, an opportunity for public input, and the Governor's independent assessment, the Department of Mental Health and Mental Retardation has been redesignated as the Council's designated state agency. The Council must respond to action taken by the state with respect to each annual survey report and plan of corrections for cited deficiencies prepared for intermediate care facilities for the mentally retarded (ICF/MR).

A major new requirement is the need for the Council to conduct surveys of unmet needs (unserved and underserved populations) and consumer satisfaction and to prepare a final written report on the outcomes of the surveys and subsequent public input. The deadline for completion of this process is January 1, 1990.

PUBLICATIONS:

ALL FREE (limited availability on asterisked items)

—DD Dispatch (The Council's Bi-monthly newsletter)

—Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition)*

—Three Year State Plan for 1987-89*

—Jargon and Acronyms: A Booklet of Descriptions and Definitions

—Special Education for Parents: Rights and Responsibilities

—Just Like Me: Disability Awareness Activities

—Perspectives: Looking at Maine's Planning & Advisory Council on Developmental Disabilities

—Transition: Beyond Special Education

FINANCES, FISCAL YEAR 1988: 34B MRSA, Sect 1211, paragraph 2, provides that expenditures of this unit shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

NATHANIEL H. BOWDITCH, COMMISSIONER
GORDON W. CLAPP, Deputy Commissioner for Tourism
JAY HARDY, Deputy Commissioner for Community Development
MARGARET B. HENDERSON, Associate Commissioner for Development Policy
NANCY C. SEWALL, Deputy Commissioner for Business Development
JAN TER WEELE, Deputy Commissioner for Administration

Central Office: 193 State Street, Augusta; *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: 1987
Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 100; *Citation:* 5 M.R.S.A., Sect. 13053
Average Count—All Positions: 65 *Legislative Count:* 52.5

PURPOSE: The Department of Economic and Community Development has three major policy functions: business attraction and assistance, tourism development, and community development. The Commissioner of Economic and Community Development designs and implements programs to meet these purposes. A significant number of programs require the Department to coordinate a variety of activities with Maine's public and private sectors.

ORGANIZATION: The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of a general reorganization of state government, it became the Department of Commerce and Industry. The Department was abolished in June 1975, and its functions were transferred to other new or existing agencies. At the same time, the State Development Office was established within the Executive Department and was assigned the general development functions of the former Department of Commerce and Industry.

On October 1, 1987, the State Development Office was abolished. Its functions, together with development activities formerly conducted by the State Planning Office and the Department of Conservation, were assigned to the new, cabinet-level Department of Economic and Community Development.

The Department of Economic and Community Development has several subsidiary offices and divisions. The Department includes an Office of the Commissioner, an Office of Administration, an Office of Business Development, an Office of Tourism, and a Division of Development Policy.

The Department also provides administrative and other support functions to the Maine Science and Technology Board, the Business Advisory Council, the Maine Tourism Commission, the Maine State Film Commission, the Task Force on Affordable Housing, and a number of task-oriented citizen and professional groups whose purposes are to advise the Department.

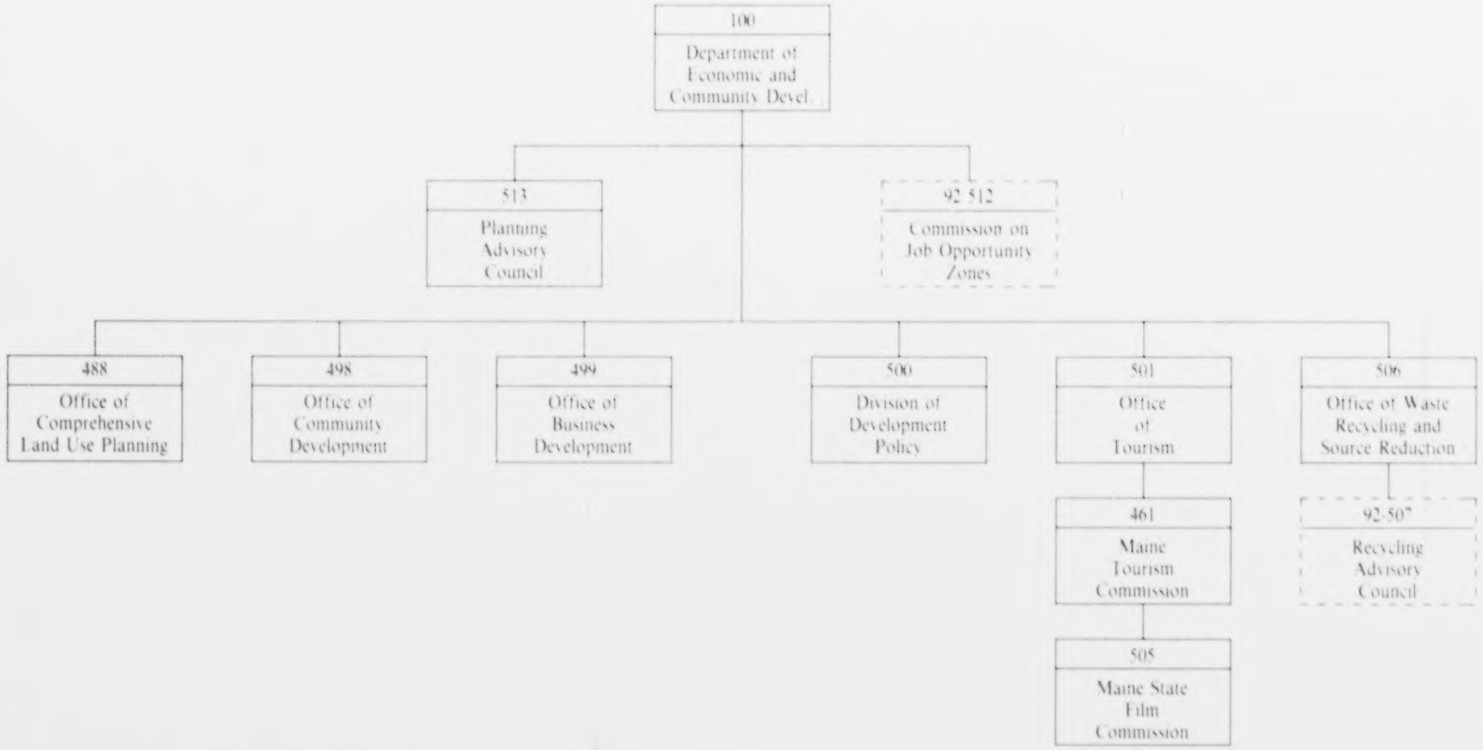
PROGRAM: For program information, see portions of this report dealing with specific agencies within the Department of Economic and Community Development.

PUBLICATIONS:

See listings for individual offices.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
UMB 19


100
Department of Economic and Community Devel.
513
Planning Advisory Council
92-512
Commission on Job Opportunity Zones
488
Office of Comprehensive Land Use Planning
498
Office of Community Development
499
Office of Business Development
500
Division of Development Policy
501
Office of Tourism
461
Maine Tourism Commission
505
Maine State Film Commission
506
Office of Waste Recycling and Source Reduction
92-507
Recycling Advisory Council

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	207,484	207,484				
Health Benefits	11,571	11,571				
Retirement	38,082	38,082				
Other Fringe Benefits	1,981	1,981				
Computer Services—State	1,039	1,039				
Other Contractual Service	182,950	181,448	1,502			
Rents	9,689	8,999	690			
Commodities	17,774	17,667	107			
Equipment	399	399				
Transfers to Other Funds	384		384			
TOTAL EXPENDITURES	471,353	468,670	2,683			

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	924,171	654,386			269,785	
Health Benefits	51,529	34,567			16,962	
Retirement	152,634	103,722			48,912	
Other Fringe Benefits	10,141	7,983			2,158	
Computer Services—State	1,039	1,039				
Other Contractual Service	2,568,606	2,549,459	1,579		17,010	558
Rents	26,563	23,813	690		2,060	
Commodities	31,567	29,791	1,107		669	
Grants—Subsidies—Pensions	10,939,889	388,973	139,629		10,411,287	
Equipment	3,275	3,275				
Interest—Debt Retirement	2	2				
Transfers to Other Funds	26,346		263		26,083	
TOTAL EXPENDITURES	14,735,762	3,797,010	143,268		10,794,926	558

OFFICE OF BUSINESS DEVELOPMENT

NANCY C. SEWALL, Deputy Commissioner for Business Development

Central Office: 193 State Street, Augusta; *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 499; *Citation:* 5 M.R.S.A., Sect. 13061

Average Count—All Positions: 6.0 *Legislative Count:* 6.0

PROGRAM: There are four major business assistance activities within the Office of Business Development. The Business Answers program has served over 5000 individuals and businesses who have questions about doing business in Maine, particularly in regard to government regulations and permits.

The Office of Business Development continues funding for the Small Business Development Center (SBDC) network in Maine. This network offers small business counseling services to small businesses. There are seven centers currently in operation throughout the state.

The Maine Products Marketing Program has also been developed under this office. This program will offer to Maine producers assistance in marketing their industrial and consumer products through selected trade shows and catalogs.

The Supplier Network Program will link Maine producers and suppliers with subcontractors and businesses both in-state and out-of-state. The program will also offer procurement assistance to Maine businesses through the Procurement Assistance Center in Bangor.

The Office of Business Development works with interested businesses in providing technical assistance such as information on labor, wages, taxes, transportation, utilities, and environmental regulations; site location assistance through the maintenance of a comprehensive file of available industrial buildings and sites; financial assistance regarding federal, state and local financial options; training assistance regarding federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities and conversely, reliable producers of Maine products.

A further objective of the Office's business development activities is to encourage and assist industries from outside the state of Maine to establish operations within the state.

A major, targeted marketing effort launched this year included fall and spring magazine advertising campaigns in key publications establishing the benefits of doing business in Maine. A number of business leads were generated as a result of these advertisements.

PUBLICATIONS:

"Answers: A Guide To Doing Business in Maine" (free)
Business Start-up Kit (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF BUSINESS DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	113,899	113,899				
Health Benefits	5,363	5,363				
Retirement	20,187	20,187				
Other Fringe Benefits	1,665	1,665				
Other Contractual Service	523,537	523,537				
Rents	7,046	7,046				
Commodities	327	327				
Grants—Subsidies—Pensions	1,500	1,500				
Interest—Debt Retirement	2	2				
TOTAL EXPENDITURES	673,526	673,526				

OFFICE OF COMMUNITY DEVELOPMENT

JAY HARDY, Deputy Commissioner

Central Office: 187 State Street, Augusta; *Telephone:* 289-3154
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: October 1, 1987
Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 498; *Citation:* 5 M.R.S.A., Sect. 13072
Average Count—All Positions: 21.5 *Legislative Count:* 21.5

PURPOSE: The Office of Community Development exists to serve local government in Maine by providing a range of planning and development tools. Activities within the Office include administration of the Community Development Block Grant Program, provision of planning technical assistance, local liaison for the National Flood Insurance program, community parks and recreation assistance and resources, administration of the local activities in Maine's Coastal Program, implementation of the Job Opportunity Zone Program, and supervision of recycling and waste reduction initiatives.

ORGANIZATION: The Deputy Commissioner for Community Development is the Director of the Office of Community Development, which operates with three basic units—the Development Resources Section, the Planning and Technical Assistance Section, and the Office of Waste Recycling and Reduction.

PROGRAM:

Community Development Block Grant Program: The Department of Economic and Community Development assumed responsibility for administering the Small Cities Community Development Block Grant Program (CDBG) on October 1, 1987, from the State Planning Office which had been administering the program since 1982. CDBG funds were awarded in the years 1982 through 1988 by the Community Revitalization Program, the Development Fund, and a Planning Grant Competition. An Advisory Committee, composed of State, regional and local officials assisted in establishing the program and continues to advise the State on program policies and goals. The CDBG goal for 1988 is to serve as a catalyst for local governments to implement programs of physical improvements which: (1) are part of a long-range community strategy; (2) provide the conditions and incentives for further public and private investment; (3) improve deteriorated residential and business districts; and (4) benefit low and moderate income people.

The Office of Community Development and its predecessor, the State Planning Office, administered a total of $72 million in CDBG funds in 1982 through 1988. These funds supported block grants for local community development which resulted in: extensive public facility improvements, the creation of many hundreds of new jobs, and the rehabilitation of several hundred commercial/residential structures.

The 1988 CDBG program consisted of the following components: (1) Reserved Grants, ($3.0 million) for communities which have received prior, multi-year grants; (2) Community Revitalization Grants ($5.4 million) to support a wide variety of community development initiatives; (3) a Development Fund ($750,000) to assist existing or new businesses or developers wanting to bring new jobs or housing to their areas; (4) Planning Grants ($150,000) to assist and implement a local development plan; and (5) Technical Assistance Grants ($100,000) to nonprofit, regional organizations in each of the 11 planning and development districts to assist in State administration of the CD program. The remainder of the State's CD funds ($291,000) were used for State administration of the program.

Planning Technical Assistance: Outreach efforts to local officials have been expanded with improved workshop offerings and the preparation of new and updated technical handbooks and related materials. Specifically, a growth management slide show was prepared and presented at a series of workshops held throughout the state. The purpose of the slide show is to introduce land use management techniques, such as clustered housing, site plan review and incentive zoning, to municipal officials and interested citizens. Additionally, in cooperation with Regional Councils and the Maine Municipal Association, a collection of sample comprehensive plans and ordinances was assembled and made available to municipalities considering new regulatory and non-regulatory land use management approaches.

The office sponsored a series of training workshops for Regional Council staff members to improve skills in areas such as administering subdivision and shoreland zoning ordinances at the local level, floodplain management, public participation, and capital improvements planning. Accompanying technical materials, (e.g. forms, case studies, and model ordinances) were distributed at these workshops, and in turn, were made available to local officials through regional workshops and meetings.

Technical assistance also included the publication of numerous handbooks covering topics such as capital improvements planning, conducting natural resource inventories, subdivision review, enforcing local codes and ordinances, and Maine's planning and land use laws.

Flood Insurance Program: The Office of Community Development is the coordinating agency for the National Flood Insurance Program (NFIP). The NFIP provides $156 million of flood insurance protection for 2,798 owners of structures in Maine's Special Flood Hazard Areas.

A major program activity was to assist approximately 300 communities with the adoption of local floodplain management ordinances consistent with new federal and state minimum standards; by adopting these ordinances, municipalities remained eligible to participate in the NFIP. The Office also worked closely with municipal officials and Regional Council staff on the administration and enforcement of local floodplain ordinances. In addition, technical assistance related to flood damage reduction was provided to businesses, surveyors, banks, and other individuals throughout the state.

Hazard Mitigation: As a result the Office of Community Development was designated the lead state agency for preparation of Maine's Hazard Mitigation Plan. The Plan, submitted to the Federal Emergency Management Agency in January 1988, contains a comprehensive overview of the states natural hazards and cost effective methods for reducing damage to people and the built environment.

The office is also working cooperatively with the New England Division of the Army Corps of Engineers on federally funded flood damage reduction studies of the Androscoggin, Kennebec, Penobscot, and Saco River basins.

Coastal Program-Local Assistance Grants: Under Maine's Coastal Program, 19 communities were awarded grants for small scale waterfront development provided by the U.S. Department of Commerce. Development and access projects included acquisition of waterfront property for public access, construction of small oceanfront and riverfront parks, and rehabilitation of dock facilities.

Planning projects focused on improving harbor and waterfront management, expanding coastal access opportunities for commercial and recreational users, and increasing local code enforcement capabilities.

Community Parks and Recreation: The program secured approval from the National Park Service for 14 new community park developments and acquisitions plus 6 amendments to existing projects amounting to $473,750 in federal Land and Water Conservation Fund monies.

In addition to new projects, over 90 federal acquisition and development projects involving approximately $2,000,000 were administered. The program was also responsible for post completion management of approximately 550 recreationally designated sites acquired or developed with Land and Conservation Fund assistance.

The "Recreation News" newsletter was published quarterly and distributed to over 900 community and school officials with notices of grant availability, technical bulletins and general recreation administration information. Other technical assistance involved preliminary plans for recreational development, recreation planning, and recreation administration.

Program personnel worked closely with the Land for Maine's Future Board and with the Office of Tourism to help establish priority systems for state funding.

Further strengthening liaison with the Maine Recreation and Parks Association, the program supported efforts to improve the quality of children's sports through the promotion of a coaches education program that stresses sports ability improvement, full participation, safety, and social interaction over the "win at all costs" strategy.

PUBLICATIONS

1988 CDBG Final Statement
1988 CDBG Information Guide
Subdivision Review (1988)

Natural Resources Inventory Handbook
Capital Improvement Planning (1986)
Maine Planning and Land Use Laws (1988)
Board of Appeals Handbook (1981)
Planning Board Handbook (1986)
CEO Handbook (1982)
Rule 80K (1986)
Managing Growth: Small Communities and Rural Areas (1988)
Summary: 1988 Maine Growth Management Law
Model Land Use Ordinances and Sample Plans and Ordinances for Maine Communities

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	411,828	142,043			269,785	
Health Benefits	25,875	8,913			16,962	
Retirement	75,382	26,470			48,912	
Other Fringe Benefits	3,410	1,252			2,158	
Other Contractual Service	69,443	51,798	77		17,010	558
Rents	4,837	2,777			2,060	
Commodities	6,190	5,521			669	
Grants—Subsidies—Pensions	10,821,747	270,831	139,629		10,411,287	
Equipment	1,509	1,509				
Transfers to Other Funds	26,083				26,083	
TOTAL EXPENDITURES	11,446,304	511,114	139,706		10,794,926	558

DIVISION OF DEVELOPMENT POLICY

MARGARET B. HENDERSON, Associate Commissioner

Central Office: 189 State Street, Augusta; *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 500; *Citation:* 5 M.R.S.A., Sect. 13101

Average Count—All Positions: 3.0 *Legislative Count:* 3.0

PURPOSE: The Division of Development Policy provides research support to the Department, maintains community and economic development data, coordinates the Department's legislative activities, and is charged with program development and evaluation.

PROGRAM:

Development Policy: Implementation of the recommendations of the Governor's Economic Development Strategy Task Force has been a major activity of the Division during fiscal year 1988. Through the cooperative efforts of a number of other departments and agencies, legislative approval of virtually all the Task Force's recommendations was obtained, thereby providing the state the resources and programs necessary to ensure a strengthened economy in years to come.

A new international commerce program has been another major undertaking of the Division this past year. The program, undergoing final revisions as of this writing, will include export promotion, international investment, and local and regional support components. As part of this program, the Division administers the Department's contract with the Maine World Trade Association whereby that organization provides technical assistance to Maine businesses wishing to export goods and services.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF DEVELOPMENT POLICY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	61,813	61,813				
Health Benefits	2,522	2,522				
Retirement	5,564	5,564				
Other Fringe Benefits	888	888				
Other Contractual Service	125,131	125,131				
Rents	750	750				
Commodities	833	833				
TOTAL EXPENDITURES	197,501	197,501				

MAINE STATE FILM COMMISSION (OFFICE OF TOURISM)

D. LEA GIRARDIN, DIRECTOR

Central Office: 189 State Street, Augusta; *Telephone:* 289-5700
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 505; *Citation:* 5 M.R.S.A., Sect. 13095

Average Count—All Positions: 1.0 *Legislative Count:* 1.0

PURPOSE: The Maine Film Commission was created by law to serve as the official liaison between the production community and the state of Maine. The Commission's broad directive is to introduce the filmmaking and broadcast industry to the variety of locations available in Maine and to assure the support of technically skilled people and cooperation from the state and local authorities and communities at large.

To accomplish these aims the Maine State Film Commission is producing a promotional brochure to be used as a widespread introduction to Maine's varied and dramatic on-location filming sites. The Commission is also producing a production manual to be used as a resource guide for producers planning to, or considering, working in Maine. This manual will serve the double purpose of promoting Maine people, services and companies while being an information tool for the production companies.

ORGANIZATION: The Maine State Film Commission is comprised of one (1) professional staff and is part of the Office of Tourism. An eleven-member board appointed by the Governor provides direction and assistance to the Commission, the Deputy Commissioner of Tourism, and the Commissioner of the Department of Economic and Community Development.

PROGRAM: Since its inception in October, 1987, the Maine State Film Commission has assisted in the production of several commercials and two feature films. The Commission is also currently working with the producers of four other feature films which may use Maine as a location. Two or three commercials have been shot in Maine and we hope to further develop this industry connection.

The Commission is in the final stages of planning of a brochure to advertise location sites in Maine to potential producers. We are gathering information and planning the format of a film production manual which should be completed by early winter. The bulk of the Maine State Film Commission efforts are in handling production requests, working with the productions and the local community, and advertising outreach to promote Maine as a production site.

PUBLICATIONS:

Production Manual, Maine State Film Commission (free)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Office of Tourism.

OFFICE OF TOURISM

NATHANIEL H. BOWDITCH, COMMISSIONER
GORDON W. CLAPP, Deputy Commissioner

Central Office: 189 State Street, Augusta; *Telephone:* 289-5710
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 501; *Citation:* 5 M.R.S.A., Sect. 13092

Average Count—All Positions: 7 *Legislative Count:* 7.0

PURPOSE: The Office of Tourism was created by law to serve as the single, official spokesman of travel policy, with the authority to directly implement promotional programs. The Office's broad directive is to promote Maine as a four-season tourist destination to consumers, the trade, meetings and conventions planners, group tour planners, etc.

To accomplish this the Office is authorized to: conduct travel-product planning and research to determine market demand; implement public relations and promotional programs designed to market Maine's travel product; print materials as needed to fulfill requests for information about Maine by consumers and the travel trade; encourage the development of travel-product facilities and activities; operate tourist information centers; serve as a liaison between private industry groups and local, state, and federal agencies involved in tourism promotion and development; and provide basic support and discretionary grants to local, regional and statewide tourism agencies.

ORGANIZATION: The Office is comprised of seven (7) professional staff and is part of the Department of Economic and Community Development. The Office is supervised by the Deputy Commissioner of the Office of Tourism who oversees the activities of a Public Information Officer, a Group Tour Specialist, a Regional Development Coordinator, two Senior Tourism Specialists, one Assistant Marketing Specialist, one loaned Information Specialist and one support staff. Overall supervision of the Office of Tourism is provided by the Commissioner of Economic and Community Development.

PROGRAM: During the past year the Office undertook a public relations promotional effort that focused on print, television, and radio advertising, editorial promotion participation in trade shows and presentations before professional, consumer and media groups. Local outreach programs were instituted, and included seminars, conferences, and a cooperative advertising program with the Maine tourism industry.

During the past year, the Office contracted with the Maine Publicity Bureau to provide mail-out and referral services to consumers requesting information about Maine.

During the past year, the Office began a program of working with the economic development councils of Maine to map out strategies in the management and promotion of tourism. The final product will be regional tourism councils, tourism business assistance programs, seminars for training, marketing and conference planning, and other programs and projects to help various Maine communities and regions develop tourism and manage growth properly.

During the past year, the Office initiated the Maine Tourism Partnership Program. The Maine Tourism Partnership Program is a matching grants program for local, non-profit organizations who are, or wish to be, engaged in tourism development projects.

During the past year, the Office, initiated in conjunction with the Maine Innkeepers Association, an educational program to highlight the importance of the tourism industry to Maine citizens and students.

During the past year, the Office, in conjunction with the Department of Economic and Community Development, participated in the Governor's trade mission to Halifax. During the visit the Office of Tourism opened new liaisons with their counterparts in the Nova Scotia Office of Tourism, and is looking forward to strong regional ties being developed between the Canadian Provinces and Maine.

PUBLICATIONS:

Office of Tourism Newsletter. This is a free publication and is published quarterly.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF TOURISM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	115,921	115,921				
Health Benefits	5,322	5,322				
Retirement	11,021	11,021				
Other Fringe Benefits	2,063	2,063				
Other Contractual Service	1,641,902	1,641,902				
Rents	4,241	4,241				
Commodities	5,499	4,499	1,000			
Grants—Subsidies—Pensions	116,642	116,642				
Transfers to Other Funds	−121		−121			
TOTAL EXPENDITURES	1,902,490	1,901,611	879			

MAINE TOURISM COMMISSION

NATHANIEL H. BOWDITCH, COMMISSIONER, DECD
GORDON W. CLAPP, Deputy Commissioner, Office of Tourism

Central Office: 189 State Street, Augusta; *Telephone:* 289-5710
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: September 23, 1983
Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 461; *Citation:* 5 M.R.S.A., Sect. 13093
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Tourism Commission is to advise the Deputy Commissioner for Tourism on matters relating to vacation, convention, and business travel and its impact on the economy of the state of Maine.

The Maine Tourism Commission also has the responsibility of recognizing and informing the Office of Tourism of immediate or long-term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The Commission monitors local, state, federal and international developments that effect the balanced growth and quality of this industry and its impact on life in Maine.

ORGANIZATION: The Commission is appointed by the Governor and is made up of representatives of various segments of the tourism industry and the nine regions of Maine. Persons serve staggered 4-year terms. Additional ex-officio members represent the Department of Transportation, the Department of Economic and Community Development, the Maine Publicity Bureau, the Bureau of Parks and Recreation, Department of Inland Fisheries and Wildlife, the Maine Arts Commission, Bureau of Public Improvements and Department of Agriculture. The Commission meets monthly and elects a chairperson from among its membership.

PROGRAM: The Maine Tourism Commission has served as an advisory group both to the Department of Economic and Community Development and to the Governor in the last year. In addition to its ongoing responsibility to monitor opportunities and problems relating to tourism, the Commission in FY 1988 undertook a number of specific projects to assist the state in formulating tourism policy. In October, 1987, the Commission sponsored a conference for the tourism industry at the Governor's Conference on Tourism at the Caribou Convention Center in Caribou. In March, 1988, the successful "Tourism Day" for Maine legislators was repeated. For National Tourism Week, in May, the Commission continued its Unity Dinner and hospitality awards program to recognize outstanding achievement by employees of the Maine tourism industry.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Office of Tourism.

OFFICE OF WASTE RECYCLING AND REDUCTION

GEORGE M. MACDONALD, DIRECTOR

Central Office: 189 State Street, Augusta; *Telephone:* 289-3154
Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: June 29, 1987

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 506; *Citation:* 38 M.R.S.A., Sect. 1310J

Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Office of Waste Recycling and Reduction was established to develop a plan for the State which would encourage the recycling of waste materials and the reduction of waste volumes generated to the maximum extent possible. Specifically the plan shall address: a public education program; market development for collected recyclables; a program of assistance for municipalities; and a waste reduction strategy for this state.

ORGANIZATION: Located within the Office of Community Development, this program includes a director who reports to the Deputy Commissioner for Community Development, one program specialist, and one office support person.

PROGRAM: During this fiscal year, the newly created Office of Waste Recycling and Reduction joined with nine other Northeastern States to consolidate regional resources. The Office was a cosponsor of the 7th Annual New England Resource Recovery Conference/Exposition, held in June in Portland where our booth was seen by the over 800 attendees.

An assessment of current recycling programs, markets, and waste reduction activities within Maine was undertaken. An overview of other states' programs, markets, and legislation has been assembled which will assist in developing Maine's recycling and waste reduction plan.

Two demonstration projects were funded: one aimed at quantifying the possibility of a plastics recycling and end-user in Maine; the other investigating the feasibility of a large-scale composting operation in Maine.

PUBLICATIONS:

"Recycling In Maine"—a package of materials on existing programs, markets, publications—no charge

"Recycling Program"—a step-by-step analysis of a proposed municipal recycling program—no charge

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF WASTE RECYCLING AND REDUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,226	13,226				
Health Benefits	876	876				
Retirement	2,398	2,398				
Other Fringe Benefits	134	134				
Other Contractual Service	25,643	25,643				
Commodities	944	944				
Equipment	1,367	1,367				
TOTAL EXPENDITURES	44,588	44,588				

EDUCATIONAL LEAVE ADVISORY BOARD

NANCY J. KENNISTON, Director, Bureau of Human Resources

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761 (Voice)
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333 289-4537 (TDD)
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 284; *Citation:* 5 M.R.S.A., Sect. 723
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Educational Leave Advisory Board was established to review and authorize requests from classified and unclassified State employees for educational leave of more than one week; to establish procedures for applying, processing and granting of such educational leave; and to maintain an up-to-date register of employees and their terms of leave.

ORGANIZATION: The Educational Leave Advisory Board consists of three members; the Director, Bureau of Human Resources as Chair, the Commissioner (or a designee) of the Department of Educational and Cultural Services, and one State employee appointed by the Governor for a term of three years. Members of the board receive no compensation for their services.

PROGRAM: During FY 1988, the Advisory Board processed twenty-one (21) requests for educational leave. Seventeen (17) requests were approved and three (3) were disapproved. One (1) previously approved request was cancelled.

Requests were from four (4) different State departments and educational areas including: English, nursing, recreational/occupational therapy, environmental science, and education. Eight (8) leaves were approved for training programs leading to a Baccalaureate Degree, one (1) was approved for a training program leading to a Masters Degree, two (2) were approved for training programs leading to a Doctorate Degree, two (2) were approved for nursing certificate programs and four (4) were approved for recreational/occupational therapy programs.

Approved leaves are categorized as follows:

— 13 requests were approved for part-time leave with pay.
— 1 request was approved for part-time leave without pay
— 3 requests were approved for full-time leave without pay.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

MAINE EDUCATIONAL LOAN AUTHORITY

GORDON R. POW, CHAIRMAN
RICHARD H. PIERCE, EXECUTIVE DIRECTOR

Incoming WATS: 1-800-922-MELA
Central Office: 99 Western Avenue, Augusta *Telephone:* (207) 623-2800
Mail Address: P.O. Box 510, Augusta, Maine 04330

Established: April 28, 1988 *Sunset Review Required by:* December 31, 1992

Reference: Policy Area: 02; *Umbrella:* 94; *Unit:* 434; *Citation:* 20A M.R.S.A., Sect. 11414

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Educational Loan Authority (MELA) was established to assist students and their families to achieve their goals in the area of higher education.

ORGANIZATION: The Maine Educational Loan Authority is a public body, corporate and politic, and an instrumentality of the State. Established in 1988, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 7 members, 5 of whom are appointed by the Governor. The 6th Member is the president of the secondary market created pursuant to section 11407; the 7th is the State Treasurer. The chairman is elected by the members, and the executive director is chosen in like manner.

PROGRAM: Immediately after being created by the 113th Legislature in late Spring of 1988, the Maine Educational Loan Authority undertook to implement its initial program. This is a supplemental educational loan program which is funded by $35,000,000 worth of tax exempt bonds issued in July of 1988.

The MELA Loan Program makes loans in amounts of $2,000-$20,000 annually available to eligible students. These are for Maine residents going to school in or out of the State of Maine or out-of-state residents attending Maine institutions of higher education. These loans are available to students and parents based solely on the creditworthiness of the applicant. The interest rate is variable and repayment may be "interest only" while the student is in school. Borrowers may take up to 20 years to repay the loan. Undergraduate and graduate students are both eligible.

In the future the Authority hopes to expand its range of programs designed to assist families in financing higher education.

PUBLICATIONS:

Maine Educational Loan Authority, Official Statement (Variable Rate Demand Bonds—Series 1988A)

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, see The Maine Educational Loan Authority Annual Report which contains the Authority's audited statement based on the calendar year.

EDUCATION COMMISSION OF THE STATES

HON. THOMAS H. KEAN, GOVERNOR OF NEW JERSEY, CHAIRMAN
State of Maine Contact: EVE M. BITHER, Commissioner, Educational and Cultural Services

Telephone: 303-830-3600
Central Office: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295
Mail Address: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295
or Statehouse Sta. #23, Augusta, Maine 04333

Established: 1966 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 317; *Citation:* 20A M.R.S.A., Sect. 603
Average Count—All Positions: 55 *Legislative Count:* 0

PURPOSE: Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS)—a nonprofit organization—was formed by interstate compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-eight states, Puerto Rico, American Samoa, and the Virgin Islands are members of ECS. In its work with the states, the commission serves as a forum, a resource and a catalyst. It provides information on state-related education activities and, when appropriate, suggests options and alternatives to meet specific state needs. The commission also serves as a liaison between the states and the federal government.

ORGANIZATION: The Legislature of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

Based in Denver, Colo., the commission has a staff of about 55 persons.

PROGRAM: ECS implements its program through its five departments. They are: Elementary and Secondary Education, Postsecondary Education, Research and Information, Communications, and Administrative Services. These departments administer some 16 projects on a wide range of education issues, including early childhood development, postsecondary planning, school finance, equal rights for women, corrections education and alcoholism prevention.

PUBLICATIONS:
State Education Leader
State Education Review
Issuegrams: Summaries of 43 Major Education Issues

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

EVE M. BITHER, COMMISSIONER
RICHARD H. CARD, Deputy Commissioner

Central Office: Education Building, Augusta *Telephone:* 289-5800
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: April 2, 1931 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071; *Citation:* 20A M.R.S.A., Sect. 201

Average Count—All Positions: 431½ *Legislative Count:* 322.5

Organizational Units:
- Administration
- State Board of Education
- State Museum Bureau
- Maine Arts Commission
- Maine Historic Preservation Commission
- Governor Baxter School for the Deaf
- Bureau of Adult and Secondary Vocational Education
- Bureau of School Management
- Bureau of Instruction
- Maine State Library Bureau

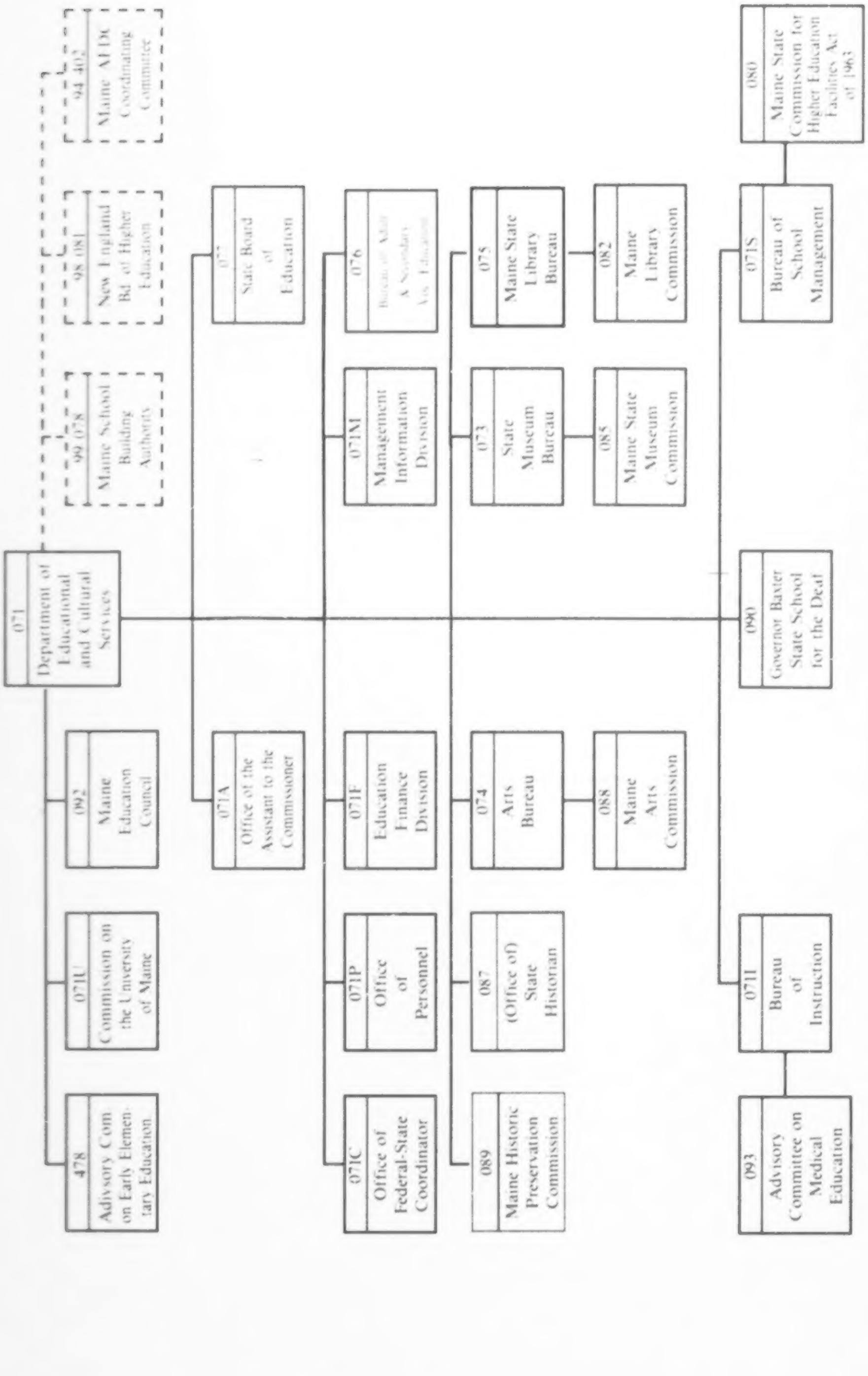
PURPOSE: The overall emphasis of this agency is to ensure that high quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor the facts obtained from school returns, with recommendations to promote the improvement of public schools; to inspect schools; to issue high school equivalency certificates; to produce or contract for educational television programs; to cooperate with the federal Department of Education in carrying out the Bilingual Educational Program Act; to approve schools with out-of-state enrollment; to enter into contracts for vocational education programs; and to certify teachers and other professional personnel for service in any public school in the State or any school that accepts public funds.

ORGANIZATION: The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement System. In

ORGANIZATIONAL CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES
UMB 05


071
Department of Educational and Cultural Services
99 078
Maine School Building Authority
98 081
New England Bd. of Higher Education
94 402
Maine AFDC Coordinating Committee
092
Maine Education Council
071U
Commission on the University of Maine
478
Advisory Com on Early Elementary Education
071A
Office of the Assistant to the Commissioner
077
State Board of Education
071C
Office of Federal-State Coordinator
071P
Office of Personnel
071F
Education Finance Division
071M
Management Information Division
076
Bureau of Adult & Secondary Voc. Education
089
Maine Historic Preservation Commission
087
(Office of) State Historian
074
Arts Bureau
088
Maine Arts Commission
073
State Museum Bureau
085
Maine State Museum Commission
075
Maine State Library Bureau
082
Maine Library Commission
093
Advisory Committee on Medical Education
071I
Bureau of Instruction
090
Governor Baxter State School for the Deaf
071S
Bureau of School Management
080
Maine State Commission for Higher Education Facilities Act of 1963

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,016,331	7,946,675	710,155		2,359,501	
Health Benefits	710,750	508,570	43,869		158,311	
Retirement	2,015,088	1,458,116	128,814		428,158	
Other Fringe Benefits	70,317	48,329	5,498		16,490	
Computer Services—Comm.	306				306	
Computer Services—State	185,579	182,559	6		3,014	
Other Contractual Service	9,308,084	6,864,048	551,689		1,892,347	
Rents	212,303	127,328	35,284		49,691	
Commodities	987,111	662,744	117,168		207,199	
Grants—Subsidies—Pensions	438,921,359	385,161,033	3,932,777		47,972,023	1,855,526
Buildings and Improvement	361,365	349,755	6,598		5,012	
Equipment	388,164	267,639	28,425		92,100	
Interest—Debt Retirement	188	107	5		76	
Transfers to Other Funds	92,641,604	92,063,292	55,925		522,387	
TOTAL EXPENDITURES	556,818,549	495,640,195	5,616,213		53,706,615	1,855,526

1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teacher's College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the commissioner was transferred from the board to the Governor with the advice and consent of the council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 1955), the Maine School Building Authority (created 1951), the Governor Baxter State School for the Deaf (created 1876), the Maine State Commission on the Arts and Humanities (created 1965), the Maine State Library (created 1839) and the State Historian (created 1907).

In additional reorganization in 1973, the Department was renamed Department of Educational and Cultural Services and expanded to include the Maine Historic Preservation Commission (created 1971) and the State Board of Education. The role of the board was changed to be advisory to the Commissioner of Educational and Cultural Services, but with specific powers relative to the organization and administration of the State's public school system, and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postsecondary Education Commission (created 1974) respectively. Also in this reorganization, four agencies transferred to the Department in 1971 were established as statutory bureaus: State Museum Bureau, Maine State Commission on Arts and Humanities, Maine State Library Bureau and Bureau of Vocational Education. Several other subdivisions have been created administratively since 1971 under the commissioner's authority to form such bureaus as she deems necessary to carry out the functions of the Department.

As of April 7, 1983, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

Truancy, Dropout and Alternative Education—The Advisory Committee is required by statute to report annually by February 1st to the joint standing committee on Education.

PROGRAM: The Program of the Department is implemented through its component units.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	771,524	430,145	38,987		302,392	
Health Benefits	44,169	22,936	2,133		19,100	
Retirement	134,762	72,154	7,068		55,540	
Other Fringe Benefits	6,660	3,428	520		2,712	
Computer Services—Comm.	197				197	
Computer Services—State	65	3			62	
Other Contractual Service	319,977	140,053	17,941		161,983	
Rents	199	40			159	
Commodities	35,294	20,459	902		13,933	
Grants—Subsidies—Pensions	1,939,827	638			1,939,189	
Equipment	29,710	1,157	519		28,034	
Interest—Debt Retirement	12	12				
Transfers to Other Funds	22,511		2,162		20,349	
TOTAL EXPENDITURES	3,304,907	691,025	70,232		2,543,650	

BUREAU OF ADULT AND SECONDARY VOCATIONAL EDUCATION

WILLIAM H. CASSIDY, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-5854
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1996
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 076; *Citation:* 20A M.R.S.A., Sect. 202
Average Count—All Positions: 38 *Legislative Count:* 9
Organizational Units:
Division of Program Services & Finance
Division of Secondary Vocational Education
Division of Adult & Community Education

PURPOSE: The major goal of this Bureau is to expand and improve the quality and extent of vocational education opportunities available to the people of Maine.

Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Adult and Secondary Vocational Education is authorized to administer vocational centers and regions to: develop a State Plan for vocational education; provide vocational educational opportunities as an integral part of secondary and public schools; provide consultant services to local agencies in connection with vocational education, including curriculum planning, in-service training and evaluation; provide financial aid to local education agencies; expand and improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Department of Education.

ORGANIZATION: The Bureau of Adult and Secondary Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The

Board consisted of the Commissioner of Education, who served as chairman, and two additional members appointed by the Governor. In 1931, the Board was abolished and its duties assumed by a Vocational Education Board established within the new Department of Education. The new Board consisted of the Commissioners of Health and Welfare, Labor, and the Commissioner of Education who retained chairmanship. In 1949, the Board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-73, the Department of Educational and Cultural Resources (Services) was formed, and divided into four bureaus, including the Bureau of Adult and Secondary Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Educational and Cultural Services, supervises the activities of the Bureau.

PROGRAM:

Sex Equity and Single Parent and Homemaker Program. The following describes projects funded under the SEX EQUITY AND SINGLE PARENT AND HOMEMAKER PROGRAM. Each project is designed to focus on the special needs and interests of single parents and homemakers, especially those issues which are a result of sex bias and sex role stereotyping or to encourage women and girls to consider vocational programs or occupations which have traditionally been considered nontraditional for their sex.

For additional information regarding these programs, contact:

Single Parent & Homemaker Coordinator
Maine Department of Educational and Cultural Services
Bureau of Vocational Education
State House Station 23
Augusta, Maine 04333
Telephone (207) 289-5854

Projects Funded Through the University System:

UM Augusta	Displaced Homemakers Project
UM Farmington	Maine Home Economics and Health Occupations Resource Center
UM Orono	Single Parent and Homemakers and Sex Equity Program Providers In-service

Three diverse projects are being funded through the University system. The most important and most significant to all sex equity and single parent and homemaker initiatives is the Displaced Homemakers Project known as In Transition.

In Transition provides pre-vocational training (personal and career development), supportive services (child care, transportation, and scholarships), employability and training (placement and follow-up), and an introduction to entrepreneurship. The project serves women who are divorced, widowed, separated, or who have a disabled spouse. Ages range from 25 years and up.

The UMF project provides sex equitable and sex equity resources to local education agencies with special emphasis on home economics and health occupations.

The UMO project supports in-service training related to sex equity and single parent and homemaker issues.

Projects Funded Through Community Based Organizations:

Career Ed Consortium	Expanding Your Horizons in Math/Science
Women's Trade Center	

Community based organizations are providing various services in coordination with local education agencies and/or the VTI system.

The Career Education Consortium is providing a one day workshop and year long mentoring program for junior high school girls to encourage them to consider math and science related careers.

The Women's Trade Center provides non-traditional career exploration for women, as well as a pre-apprenticeship program. Its main goal is to prepare women for heavy construction trades.

Projects Funded Through Secondary Education:

Lewiston Vocational Center	Occupational Exposure for Educators

Portland Vocational Center	Vocational Exposure for Students; Occupational Exposure for Educators
Vocational Region Four, Bangor	Non-Traditional Career Exploration Course for Educators and Non-Traditional Vocational Exploration for 7th-9th Graders
Vocational Region Ten, Brunswick	Non-Traditional Career Exploration, Educators/Students
Mount Desert H.S.	Choices and Challenges Teen Parent Program

These projects provide non-traditional career exploration for school educators and junior high students. The projects are delivered through a hands-on approach to instill a "can do" attitude, particularly among the women and girls. The objective is to attract more girls to non-traditional vocational programs.

The Choices and Challenges Program serves teen parents who are at risk in attaining their high school credential. Teen parents are served whether they are in or out of school. Students develop personal and career goals which result in an action plan.

Projects Funded Through the VTI System:

Central Me. VTI	Child Care Assistance Program
Eastern Me. VTI	Student Support Services Center and Technical Studies
Kennebec Valley VTI	Child Care Assistance Program and Curriculum Resource Center
Northern Me. VTI	Non-Traditional Career Exploration for Women, Non-Traditional Career Exploration for Students, Women's Commercial Series (nontraditional programs) Day Care Services, and Career & Vocational Information Dissemination Project
Washington/Hancock Community Agency	Washington County VTI Child Care Program

The most significant projects at the VTIs are the Student Support Services Center and the Tech Studies program. The former provides counseling and child care to the disadvantaged student currently enrolled in EMVTI. The counseling services have been beneficial in significantly reducing the attrition rate of disadvantaged students.

The Tech Studies Program is an intensive, for credit, pre-vocational program which provides personal development, career development and academic development in a two semester program. It was designed to serve disadvantaged students and to prepare them for enrollment in a post-secondary program. It is supported by the Student Support Services Center. Its primary emphasis is on empowerment. Empowerment being the process of getting the individual to buy into their future by elevating their self esteem, setting career goals, and developing an individual education plan.

The child care projects provide child care to the children of students who are single parents, homemakers and students enrolled in programs nontraditional for their sex, who have a financial need and are not eligible for other child care assistance programs.

The Nontraditional Career Exploration Program For Students is much like the secondary programs where junior high students are encouraged to look at VTI programs as viable options.

The Nontraditional Career Exploration Program For Women is much like the ones for students and educators. The major difference is that it is more intensive in that it provides for personal and career development and advanced placement in a VTI program. It also provides for basic educational preparation through the GED program.

Projects Funded Through Adult Education:

Lewiston Adult Ed	Moms Plus: Pre-Voc and Ed Program for Single Parents
Mechanic Falls Adult Ed	Celebration: A Journey For the Self
Mount Desert Adult Ed	New Directions
Sanford Adult Ed	Fresh Start
Somerset County Basic Skills Program	Crossroads...A Young Women's Project
Westbrook Adult Ed	Choices & Changes: A Pre-Voc Program

These projects are primarily alternative education programs for single parents. Some serve women over 25 years of age while others serve those 14 through 25. They all provide career and personal development, academic development, and parenting and child care either directly or in coordination with others. Programs offer GED, diploma, and high school diploma options.

Agriculture and Natural Resource Programs: During fiscal year 1987-88, approximately 29 agriculture and natural resource programs were available to interested students. Included in these program areas are wood harvesting, horticulture, marine occupations and general and vocational agriculture.

The agriculture and natural resource professional teachers organizations continue to be very active. The Maine Vocational Agriculture Teachers' Association held several meetings during the year to discuss student enrollment, FFA contests, the role of vocational agriculture in Maine, and other related subjects. The annual conference this year was hosted by the Massachusetts Vocational Agriculture Teachers' Association in Danvers, Massachusetts. The theme this year "Urbanizing Agriculture" was most appropriate.

The Maine Forestry Instructors' Association (MFIA) conducted several workshops and seminars including a three-day "Winter Workshop" in Bangor. Topics covered during this workshop included: woodlot management, hydraulic systems maintenance, review of study on safety clothing, sharpening todays high speed chain, clearing saw operation, etc. In addition the MFIA formed a curriculum based on the results of a job task analysis conducted in November of 1987. This curriculum will be available to instructors in the fall of 1988.

The Future Farmers of America (FFA) held their annual convention at the University of Maine in May. FFA students and officers were involved in many activities this year which included national leadership training in Washington, D.C., contests at the Eastern States Exposition, a regional public speaking contest, and the fall National FFA Convention in Kansas City.

This year an Agriculture-In-The-Classroom (A.I.T.C.) Association was formed to provide assistance in the development and implementation of A.I.T.C. workshops for elementary education teachers. This years workshop will be held at Bryant Pond and is the result of collaboration between the Maine State Departments of Agriculture and Education with financial assistance from business and industry leaders and organizations. Twenty (20) elementary school teachers will spend five days at Bryant Pond reviewing nationally developed curriculi, visiting agriculture and natural resource sites in the community, and selecting and developing a series of activities appropriate for use by teachers in grades 2-5.

Business Education: Business Education, a broad and diverse discipline, was offered to several thousand students at 132 of Maine's senior high schools during 1987-88. Vocational-funded Business Education programs now number five with twelve Computer Information Processing programs located in the vocational schools and centers.

The Business Education Association of Maine (BEAM) held their annual Fall Conference at the Ramada Inn in Portland where Mrs. Jean Hanson from Scarborough High School was recognized as Maine's Business Teacher of the Year. Mrs. Hanson also received the honor of becoming the Maine Vocational Association's Teacher of the Year.

Business educators from across the state participated in workshops including topics on "Computer Applications for Business Education" and "New Directions for Business Education in Maine." The state task force on keyboarding continued to work on increasing the awareness for the need for elementary keyboarding and planned three one-week methods workshops for elementary teachers taught by Rowena Russell, Nokomis High School, and Paul Lodge, Edward Little High School.

Computer Information Processinig (CIP) instructors began meeting to develop standard criteria and a competency-based curriculum to be used as a model for all funded CIP programs in the state. A competency-based task analysis was developed for the General Office Worker to be used in curriculum development for Office Procedures courses offered in the comprehensive high schools.

The Future Business Leaders of America (FBLA) organization held its annual Fall Leadership Workshop for local chapter officers at Oak Hill High School with over 120 students and advisors in attendance. Over 100 FBLA members and advisors from Maine participated in the National Fall Leadership Conference held in Washington, D.C., in November. The Sonesta Hotel in Portland was the sight of the State Leadership Conference where over 300 members participated in workshops, competitions and social activities. Thirteen representatives attended the FBLA National Leadership Conference held in Cincinnati in July.

Phi Beta Lambda (PBL), the college division of FBLA, held its second annual State Leadership Conference at Husson College with the three active PBL chapters represented.

Consumer and Home Economics: In 1987-88, there were 122 senior high schools and 74 middle/junior highs offering Consumer and Home Economics Education to girls and boys. Several of the senior high teachers also taught junior high classes. Of the 17,667 students served in grades 9-12, 23% were males.

At the junior high/middle schools, 22,700 students were enrolled in Consumer and Home Economics. The total represented about 50% each of boys and girls. In those schools offering the program, 95% required that all students be enrolled.

Scheduled visits were made to 16 schools. Several others were made to assist first-year or returning teachers, to help instructors with curriculum development, and to assist administrators who requested service.

The Maine Home Economics Teachers' Association held its annual conference in October of 1987. About 150 home economics teachers attended the in-service workshops addressing such issues as: Teen Fatherhood, Balancing Work and Family, Computers in the Home and FHA Advisers to Advisers.

Twelve area meetings were held around the State to provide in-service education opportunities for home economics teachers. Chairmen located in each area planned their own programs based on need.

The Curriculum Committee of the Maine Home Economics Teachers Association held a dinner meeting to advise the State Consultant about teacher in-service needs. A smorgasbord of topics was addressed by teachers such as broadening the integration of computers and reinforcement of academics into home economics courses, serving special needs students, and exploring new curriculum strategies. Plans were also made for an all-day workshop to be held in October, 1988.

A one-day leadership workshop was held in the fall of 1987 at the University of Maine for Maine Future Homemakers of America (FHA) officers, district chairmen, and their advisors. The Executive Council provided leadership for over 300 girls and boys from 22 chapters which were affiliated with the State and National associations.

The annual FHA Convention was held on April 9, 1988. About 260 youth and adults participated. Focus of the convention was "Remember—Your're Special."

Five Future Homemakers of America district conventions were held during the year under the guidance of the State and district advisers. Theme for the conventions was "The Teen Scene."

The President of the Maine Future Homemakers of America, her advisor, the State FHA Adviser, and 25 youth and adults attended the 1987 National Convention in Washington, D.C. They participated in workshops addressing leadership, public relations, parenting, AIDS education, related occupations, and substance abuse.

The Maine Home Economics and Health Occupations Resource Center continued to serve home economics, health occupations, home economics-related occupations, and some other teachers. Curriculum materials were circulated nearly 7,000 times during fiscal 1988. Several workshops were provided by the coordinator, particularly in the use of computers. The Home Economics Consultant serves as a member of the Center Advisory Committee which met twice during the year to provide input for the new resources and to assist the Coordinator with administrative decisions.

Consumer and Homemaking funds were provided to the University of Maine and the University of Maine at Farmington to assist in the training of home economics teachers. The State Consultant, department heads, and teacher educators met to coordinate a cohesive home economics program around the State.

The Maine Home Economics Education Advisory Board held five meetings during the year. Outcomes of those meetings have included public relations campaigns, in-service workshops, and suggested curriculum changes. The Board also sponsored two workshops for home economics, other teachers and administrators as their contribution to staff development. Madeline Hunter, internationally known educator, presented her models of teaching. The Maine Funeral Directors assisted the Advisory Board with a two-day workshop on "Helping Teen-agers Deal With Death and Dying."

Federal Consumer and Home Economics grants were awarded to seven high school home economics programs located in economically depressed areas. Projects addressing such issues as nutrition and weight management, parenting, latch-key children and establishing nursery schools were developed.

The Home Economics Consultant conducted a two-week teacher workshop to develop a *Home Economics Facility Planning and Equipment Guide.*

The State Consultant served as a member of the President's Alumni Advisory Board on Teacher Education at the University of Maine at Farmington. She is a member of the Committee For Home Economics, Business, and Industry Advisory Council, Home Economics Division of the American Vocational Association.

She also serves on interagency committees and coalitions to address such issues as teen pregnancy, parenting, nutrition, and health education.

The Home Economics Consultant served as a Team Leader for the Basic School Approval of Vocational Centers and Regions. She also participated in the school approvals conducted by the Curriculum Division.

Marketing/Distributive Education: Marketing and Distributive Education programs are vocational programs that provide students with the skills and knowledge to function primarily in the retail trades and services industry. In the 1987-88 school year, Maine had 14 programs operational that served approximately 280 students.

A major activity of this program area is the student organization DECA. This year's state conference saw more than 160 students participating in competitive events. These events are designed to strengthen the students skills and knowledge in the free enterprise system. They were conducted primarily in the Bangor Mall with live businesses and their supervisory staff. Husson College again served as the conference host and provided much of the coordination for this event.

Cooperative Education: Cooperative Education programs are vocational programs that combine planned, progressive on-the-job training with supporting in-school related instruction. These are paid job training experiences and operate in accordance with Maine and federal labor laws. Both the in-school related instruction and the paid on-the-job training experiences are under the supervision of a cooperative education coordinator. The combined use of school and industry to provide entry level skill training for students is a cost effective method of delivery.

There were 61 State Board of Education approved cooperative education programs in operation during the 1987-88 fiscal year. Almost half of these programs operate on a year round basis to take advantage of the expanded job training opportunities the summer season brings. The 1,560 students this program served gained entry level skills in more than 100 job classifications.

An active professional association, MACE, works cooperatively with the University of Southern Maine and the Bureau of Vocational Education to sponsor teacher workshops throughout the year. These workshops help coordinates maintain currency with the ever changing workplace and the laws that govern it.

Industrial Arts: There are presently 189 Industrial Arts programs in the State of Maine. These consist of 128 Senior High School and 61 Junior High/Middle School programs, the newest program being Fryeburg Junior High School.

This year there are enough teachers available to fill vacancies. The majority of these candidates are from out-of-state and have been recruited by the Bureau of Vocational Education and the Office of Teacher Placement and Certification.

Health Occupations: A National Certification course for food service instructors, "Supervision In The Food Service Industry," was held in June of 1988. Seven participants successfully completed the program and earned national certification enabling them to teach the course to others, including secondary students and industry personnel.

An independent contractor was hired under funds made available via L.D. 1551, "An Act To Increase The Availability And Improve The Quality Of Child Care In The State of Maine." The contractor's responsibility involved working with local administrative units in providing technical assistance and leadership in the establishment of before and after school based child care programs.

The enactment of P.L. 195 mandated that the Department approve CNA training programs. To date, over 167 programs have been approved by the office of Health Occupations Education. Four regional forums were held to provide technical assistance to schools and facilities in the program approval/implementation process.

For the third consecutive year, Maine won a National H.O.S.A. award for membership increases in Health Occupations Students of America. Additionally, Vocational Region-3, Lincoln, won the National Red Cross Merit Award for outstanding community service.

The Department of Human Services awarded a grant in the amount of $11,175.00 to support the circulation of training resources to hospital and nursing home based CNA training programs.

A summer institute for child care instructors and day care providers focused on technical updates and innovative curriculum strategies. C.E.U. credits were awarded.

A summer course for Health Occupations instructors was conducted. Participants also included representatives from School Nurses, Mental Health Institutes and Home Health. C.E.U. credits were awarded.

A state technical advisory committee was established to focus on new and emerging programs in infant-toddler training. This committee, together with inter-agency collaboratives with the Department of Human Services, established minimum standards for approval and regulation of school-based infant/toddler vocational training programs.

Initiatives are currently underway to form a collaborative among DECS, the Maine Restaurant Association and the Maine Innkeepers Association to address the critical manpower shortages in the food service/hospitality industry. A combined seminar is under consideration for the coming year.

New Federal legislation, "The Omnibus Budget Reconciliation Act of 1987," which becomes effective in September of 1988, will require DECS to monitor all facility-based CNA training programs and to develop a means of competency testing for certification of all individuals currently working as a CNA without State certification. This new legislation will markedly impact DECS by requiring additional personnel and resources to carry out the mandate.

The state advisory boards for child care, food service and health occupations were very active this year. All accomplished significant progress in the areas of new legislation and the promulgation of updated program standards.

Trade and Industrial: Trade and Industrial programs encompass the designing, producing, processing, fabricating, assembling, testing, modifying, maintaining, and servicing of any product or commodity. Examples are: machine tool technology, welding and fabrication, building construction, automotive mechanics, etc.

In FY 88, secondary Trade and Industrial programs offered entry level training to over 3,600 students in more than twenty (20) occupational areas.

This training is provided to grades eleven (11) and twelve (12) at the fifteen (15) vocational centers and ten (10) vocational regions throughout Maine.

Through an in-service contract with the University of Southern Maine, Trade and Industrial instructors have had the opportunity to have workshops, courses, and technical updates designed to improve their teaching skills and knowledge.

During this fiscal year the Department of Educational and Cultural Services has assigned an Instructional Support Group consultant to be responsible for Trade and Industrial Programs. Until now, this has been one of the assignments of other consultants in the Bureau of Vocational Education.

The Trade and Industrial Educators of Maine (TIEM), a professional association of Trade and Industrial instructors, continues to grow and has become active in the improvement of vocational education, especially Trade and Industrial education.

Vocational Industrial Clubs of America (VICA) is the newest youth organization in Maine that provides leadership training and the opportunity to compete in local, state and national events. In FY 88, eighteen (18) clubs representing nearly three hundred (300) Trade and Industrial students were organized. Twelve (12) students represented Maine at the U.S. Skill Olympics in Wichita, Kansas in June.

Several statewide technical update workshops, sponsored by industry, have been conducted to provide state-of-the-art technical information for Trade and Industrial instructors.

Planning has started for implementing competency based curriculum for vocational programs with minimum core competencies for all programs in Maine.

Handicapped Persons: Vocational education programs for handicapped individuals in secondary schools are designed to teach job skills at levels commensurate with ability. The capabilities and individual needs of students are determined by Pupil Evaluation Teams and are outlined in the Individual Education Plans. These projects must insure that appropriate support (related) services are provided to help handicapped students benefit from vocational education. These services include job placement and follow-up, specialized vocational counseling, remedial instruction, and other services as outlined in the Individualized Education Plan. A total of 24 projects were funded by the Bureau of Adult & Secondary Vocational Education with federal monies. During the year, 1,313 handicapped students received special services through the federal projects.

Cooperative Agreement: The State Cooperative Agreement Team concluded its revision of the current cooperative agreement. The provisions have been reviewed and the final draft completed.

Disadvantaged Persons: Twenty-seven projects were funded during fiscal year 1988 and provided services to 2,306 secondary and postsecondary students. These services inlcude skill development, developmental math, developmental reading, guidance and placement.

Teacher Training: During the inservice contract year 1988, a top priority of the Bureau of Vocational Education was and will continue to be the training of occupational and vocational staff, including techniques and methods of identifying and working with students who may be recognized as disadvantaged or handicapped.

A contractual relationship with the University of Southern Maine has been continued for implementing a staff development system to improve instructional competence of vocational teachers of Maine. The concept of ongoing long-term commitments to staff development and individual professional growth of vocational educators has been encouraged through this contractual agreement with the university system.

The vocational staff development system provided 20 activities in curriculum development with participant enrollments of 286 and 32 activities for personal development with participant enrollments of 576. All of the secondary regions and centers and the six postsecondary vocational-technical institutes utilized this contractual relationship to provide training for their teachers.

Workshop topics were in the areas of: Health Occupation, National Association for Education of Young Children, VICA Contact Person and Voc. Director, State Food Service Advisory Board Meeting, Agriculture Education Advisory Committee, Vocational Certification Study Group, Writing Workshop, Standard Criteria for Business Educators, Agriculture Trade Show, Keyboarding Workshop, Assessment Seminar, Technical Advisory Committee (Child Care), Child Care Workshop, Welding Workshop, Fuel Injection Workshop, Introduction to CADD, Computer Workshop, Forestry Workshop, Technology Education Curriculum Guide, Conference on Dropouts, Keyboarding Task Force, Marketing Workshop, and Curriculum Workshop.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational technical institutes, vocational centers, and vocational regions. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

During the 1988 fiscal year, total enrollments in these categories were nearly 23,000. The Bureau of Adult & Secondary Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. Home basing — a method of guiding apprentices through related instruction — continues to be one of the Bureau's major thrusts.

Maine Adult & Community Education Program: Public school adult education in the State of Maine includes the Adult High School Diploma program; the GED program, general evening school, adult handicapped, basic literacy (State funded), and adult basic education (Federally funded). One hundred and fifty-seven local agencies in the State now offer some type of adult education programming. Enrollments during fiscal year 1987 totalled 91,039. The adult high school diploma and GED programs are geared for adults to earn their secondary school credentials, while general evening school offers programs in avocational skills. Basic literacy programs are offered for those persons with a low level of education attainment, and adult handicapped programs are offered for those adults with physical or emotional handicaps who find it difficult to participate in regular adult education programming. Community education is a concept of involving the community in the educational process, including the utilization of citizens' advisory councils.

LICENSES, PERMITS, ETC.:

Certificate:

Certified Assistants to Nurses at Basic, Advanced, and Administration of Medications (Pharmacology) levels

PUBLICATIONS:

Various publications in the following categories are available free of charge:

- Adult Education
- Agriculture
- Consumer and Homemaking Education
- Home Economics Wage-Earning Programs
- Industrial Arts
- Trade and Industry
- Cooperative Agreement (programs & services to handicapped students)
- A Model for Placing Handicapped Students in Vocational Programs
- A Handbook for Local Advisory Councils on Vocational Education
- Instruments and Procedures for the Evaluation of Vocational/Technical Education Programs at the Secondary Level
- Publication for Equity Guidelines for State Department Staff
- Safety Education in the School Shop
- Bureau Directories

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADULT & SECONDARY VOCATIONAL EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	788,098	227,518	57,449		503,131	
Health Benefits	46,354	12,961	3,217		30,176	
Retirement	144,476	42,937	10,419		91,120	
Other Fringe Benefits	5,601	1,593	559		3,449	
Computer Services—Comm	109				109	
Computer Services—State	1,516	10	2		1,504	
Other Contractual Service	473,407	195,896	26,315		251,196	
Rents	18,684	11,528			7,156	
Commodities	22,629	4,898	1,957		15,774	
Grants—Subsidies—Pensions	5,332,617	2,875,911	1,460		2,455,246	
Equipment	9,308				9,308	
Transfers to Other Funds	38,075		4,824		33,251	
TOTAL EXPENDITURES	6,880,874	3,373,252	106,202		3,401,420	

ARTS BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR
BARBARA M. SEAVEY, Office Manager

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Established: July 1, 1972 *Sunset Review Required by:* December 31, 1995

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 074; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 9 *Legislative Count:* 7

PURPOSE: The major purpose of the Arts Bureau, known as the Maine Arts Commission, is to develop, expand and foster the growth of the arts on a statewide basis.

ORGANIZATION: The Arts and Humanities Bureau was established within the Department of Educational and Cultural Services with the governmental reorganization of 1972. P.L. 1985, Chapter 763, changed the title of this Bureau to the Arts Bureau. The Maine Arts Commission appoints, with the approval of the commissioner, the executive director of the Arts Bureau, who serves for an indefinite term. His/her compensation is set by the Governor.

PROGRAM:

Institutional Support. This category is designed to provide funding to established professional, cultural organizations such as museums, music organizations and community arts agencies and to non-cultural organizations which may carry out cultural programs, such as schools, libraries, colleges, civic or service groups, chambers of commerce, recreation departments, etc. Grants have been awarded for exhibitions, music and film series, art and craft workshops, staff support and development, and arts programs with community impact or directed toward a special constituency never before reached by an arts event.

Artists in Residence. Funds are provided for residencies of professional artists in Maine schools and in other non-profit alternative sites. The primary purpose of the program is to place professional working artists—visual artists, craftspeople, performing artists, poets, filmmakers, photographers, musicians—in settings which will help provide them with opportunities to work in schools and communities, and in working situations conducive to their continued artistic development. Residencies may be designed for a period of up to one year.

Maine Touring Artists. This program provides local sponsors of arts activities with lists of artists and performing groups willing to travel in the state to present performances, workshops, readings, and other services. The Maine Touring Program lists performing artists and groups in dance, music, puppetry and theater, as well as visual artists, media artists, and poets. All of the artists are Maine residents. All are experienced, trained professionals. Applications for this program are accepted throughout the year. Applicants are eligible for up to 1/3 funding, up to 1/2 in areas west of Route 2 and in Aroostook and Washington Counties.

Regional Arts. This program is designed to stimulate the growth of the arts in communities and to provide an innovative approach to the development of a broader range of arts activities, as well as providing support for continuing programs of proven quality. Through this program, federal and state funds are allocated for redistribution, or regranting, to a limited number of strong, stable community arts councils, in selected geographic areas across the state. These regional centers for community arts development have the responsibility for the development of criteria and the actual selection process for funding programs and projects in their respective geographic areas. In addition, efforts are made to coordinate programming activities with local cultural groups; to assist organizations in planning project guidelines and in establishing priorities; and to provide sponsor assistance. The central purpose of decentralized funding is to develop and make possible greater interest and participation in the arts at the local level.

Professional Assistance Program. The purpose of this program is to provide business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development.

Information. This program was established to extend the communication network of the Commission by serving as a clearinghouse for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

Percent for Art/Art in Public Buildings. The Commission administers the state law, enacted in 1979, which provides funds for the acquisition of works of art for certain public buildings. The Commission maintains an Artists Registry containing slides of the work of over 800 artists for the program, which is available to the public for viewing at the Commission office.

Contemporary Visual Arts Exhibition Program. In 1985 the Commission established a program of financial support for exhibitions that promote the work, in all media, of contemporary visual and crafts artists in Maine. Either juried or curated exhibitions are considered. This program is in addition to the Commission's other grant programs, and funding through it does not preclude funding from another.

Individual Artist Program. This fellowship program, newly incorporated by the Commission in the Spring of 1988, provides six, two thousand dollar ($2,000) grants to individual Maine artists each year. All media are included but stagger over a two-year cycle.

PUBLICATIONS:

Newsletter: A summary of the important issues facing the arts in Maine, a quarterly publication.

Maine Touring Artists Program: A booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

Guide to Grants and Services: revised and republished on a yearly basis.

In High School I Believed That Poetry Existed Only to Make Me Feel Stupid: an anthology of poetry written by Maine students as part of the Artist in Residence Program.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

Percent for Art Bulletin: Provides news of Percent for Art Commissions, both competitions and awards. Published on months opposite Newsletter.

All are available from the Commission at no cost.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARTS BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	232,571	182,866			49,705	
Health Benefits	12,041	8,982			3,059	
Retirement	43,751	34,739			9,012	
Other Fringe Benefits	1,474	1,079			395	
Other Contractual Service	113,495	67,572	226		45,697	
Rents	2,687	2,032			655	
Commodities	2,650	1,742			908	
Grants—Subsidies—Pensions	526,874	216,054			310,820	
Transfers to Other Funds	6,538		17		6,521	
TOTAL EXPENDITURES	942,081	515,066	243		426,772	

MAINE ARTS COMMISSION

DAVID LAKARI, CHAIRMAN

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Established: May 11, 1966 *Sunset Termination Scheduled to Start by:* December 31, 1995

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 088; *Citation:* 27 M.R.S.A., Sect. 401

Average Count—All Positions: 9; 7: State; 2: Federal *Legislative Count:* 0

PURPOSE: The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's cultural resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engaged within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies; and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the arts to meet the needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art. It must file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission. The Commission is also responsible for monitoring the selection process of artwork commissioned under the Percent for Art Act (Art in Public Buildings).

ORGANIZATION: The Maine Arts Commission consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the Commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the Commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the Commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the Commission.

PROGRAM: The Commission appoints advisory panels to work in conjunction with the Arts Bureau staff while making grant funding determinations. All of the granting activity of the Bureau is presented to the Commission for ratification or rejection. Similarly, the Commission initiates many Bureau activities.

The Institutional Support grant program, which utilizes a major portion of the Commission's federal program monies, accepts applications from non-profit organizations throughout Maine for projects in the arts. Grants are awarded on a matching basis with a minimum requirement of 50/50 matching. In practice, grants are well overmatched with a ratio of one state or federal dollar to every two and a half private dollars. Other programs include Maine Touring Artists; Artist in Residence; Maine Regional Arts, Contemporary Visual arts exhibition program; and administration of the Percent for Art Program.

Special grants are awarded for projects that address the particular needs of the arts as defined by the Commission. These projects are developmental in nature and are funded by special grants from the National Endowment for the Arts and from funds reserved from the Commission's budget until they move from the developmental phase and are incorporated into the established programs of the Commission.

In addition, the Professional Assistance Program, provides business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development.

The Information Program was established to extend the communication network of the Commission by serving as a clearing house for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

PUBLICATIONS:

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In High School I Believed That Poetry Existed Only to Make Me Feel Stupid: an anthology of poetry written by Maine students as part of the Artist in Residence Program.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

All are available from the Commission at no cost.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Arts Bureau.

OFFICE OF THE ASSISTANT TO THE COMMISSIONER

POLLY WARD, ASSISTANT TO THE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-5113
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071A; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: The primary responsibility of this office is to assist the Commissioner in carrying out the policy-making and administrative functions of the Department; to supervise the ECIA Chapter 2 Program; to supervise and guide the public information, printing, and mailing services provided by the Department; and to serve as a liaison with offices and organizations at the federal level regarding education and cultural concerns.

ORGANIZATION: The office was administratively created in 1971 and is statutorily authorized within the Commissioner's Office. The major purpose has been to assist the Commissioner in carrying out the policy-making and administrative functions of the Department, with additional administrative functions assigned at the discretion of the Commissioner.

PROGRAM:

ECIA Chapter 2 program. This program provides funds to improve education at the local and state level. Eighty percent of the funds are distributed to local education agencies according to a formula based on public and private school enrollment figures, adjusted by higher per pupil allocations for economically disadvantaged students. Twenty percent of the grant is reserved for state leadership projects and administrative costs.

Special Services/Public Information Unit. This unit is responsible for the dissemination of information about public education in Maine to a statewide audience and is composed of a public information unit, duplication center and mail services. Implementation of the public information effort is through news releases, special publications, newsletters, compilations of Maine education laws, and the Annual Performance Report on Maine's Public Schools.

Affirmative Action Unit. The unit is responsible for providing to local school districts information and technical assistance about federal and state laws, regulations and procedures. The unit works in cooperation with the Affirmative Action Officer for Vocational Education, the Department's Personnel Officer, the Office of the Attorney General, the State Personnel Affirmative Action Coordinator, the Maine Human Rights Commission, the U.S. Office of Civil Rights, the Maine Commission for Women and the U.S. Department of Education.

PUBLICATIONS:

Performance Report on Maine's Public Schools—1988 (Free)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

ADVISORY COMMITTEE ON EARLY ELEMENTARY EDUCATION

DR. PHYLLIS DERINGIS, DIRECTOR, DIVISION OF CURRICULUM
MAIZIE ARGONDIZZA, CONSULTANT

Central Office: DECS, Augusta *Telephone:* 289-5981
Mail Address: Statehouse Station #23, Augusta, Maine 04333
Established: December 1984
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 478; *Citation:* 20A M.R.S.A., Sect. 260

PURPOSE: The purpose of the Early Education Advisory Committee (EEAC) is to offer suggestions and/or recommendations with regard to critical early childhood education issues in the State of Maine which should be targeted by the Department of Educational & Cultural Services.

ORGANIZATION: This committee meets regularly. Meeting agendas are developed by the two consultants in conjunction with the elected Chair. Decisions are made by consensus whenever possible.

This committee is composed of practitioners with specialized knowledge in this field. Members include an assistant professor, two principals, a language arts consultant, a reading director, a guidance counselor, a classroom teacher, and a superintendent. DECS staff serve on the committee also. Members serve a two-year term and are invited to serve by the Commissioner of Educational & Cultural Services.

PROGRAM: The major goals and objectives of the Early Elementary Education Advisory Committee (EEEAC) focus on improving the quality of kindergarten through third grade programs in the State of Maine. This body offers advice and recommendations to DECS staff and provides assistance in performing targeted tasks.

This year the members of this Committee have provided assistance in the production of a statewide conference, a position paper on curriculum development and a guide to kindergarten screening programs entitled "New Beginnings: A Guide to Screening." They have also contributed their advice and expertise to the Special Commission on School Entrance Age & Preschool Services.

PUBLICATIONS:

"Kindergarten Curriculum for Conceptual Language Development"
"Early Childhood Education: Programs That Work"
"Early Elementary Education: Curriculum Planning for the Primary Grades"
Reprints from "Maine Emphasis": "Child's Play," "Alphabet Soup," "Curriculum: Content Plus Kids," and "Teachers Take Charge."
"New Beginnings: A Guide to Screening"

FINANCES, FISCAL YEAR 1988: "Section 2, 20-A, MRSA #260, 2-D" provides that expenditures of this unit shall be borne by the Bureau of Instruction and are, therefore, included in its financial display.

STATE BOARD OF EDUCATION

CAROL WISHCAMPER, CHAIR
JANE de FREES, Vice Chair

Central Office: Education Bldg., Augusta *Telephone:* 289-5800
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 6, 1949 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 077; *Citation:* 20A M.R.S.A., Sect. 401
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools; to approve the formation of School Administrative Districts; to act upon applications for additions to and dissolution of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering Federal funds; to serve as an appeals board for unclassified personnel; and to establish the certification standards for teachers and other educational personnel.

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Council. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

PROGRAM: At its July 1987 meeting, the Board found that an agreement submitted by the Town of Cutler to withdraw from School Administrative District 77 met conditions of the law and would vote on the issue on November 3, 1987. Board members expressed concerns about the lack of detail in the withdrawal agreement and that the citizens of Cutler may view State Board of Education approval of the agreement as encouraging a local vote for withdrawal. The Board requested that the Department of Educational and Cultural Services develop recommended changes in the withdrawal process which would meet these concerns.

At its August 1987 meeting, the Board adopted a plan advanced by DECS Commissioner Eve M. Bither to reapportion SAD 5 directors under Method B, weighted votes, with 11 board members—7 from Rockland, 2 from Owls Head and 2 from South Thomaston; approved the renewal request from the Boston College Graduate School of Social Work to make academic credit course offerings in Maine leading to completion of requirements for the Degree Master of Social Work valid until July 1, 1989; approved the combined renewal request from Andover Newton Theological School and Gordon-Conwell Theological seminary to make academic credit course offerings in Maine leading to completion of requirements for the Degree Master of Divinity valid until July 1, 1989.

At its September 1987 meeting, the Board welcomed new board members Jane Amero of Cape Elizabeth, Della Shaw of Limestone and Marjorie Murray Medd of Paris; elected Michael Aube of Bangor as Vice Chair; authorized the Administrative Procedure Act process preliminary to extending to July 1, 1988; the expiration date of current Master Teacher certificates; voted to allow the DECS to seek the services of a contractor to perform a study of the financial condition of the Maine Guaranteed Student Loan Program following procedures established by the State Contract Review Board.

At its October 1987 meeting, the Board authorized Commissioner Bither to begin the Administrative Procedure Act process preliminary to final adoption of amendments to the rules governing degree-granting authorization; approved agreements with the U.S. Department of Education and United Student Aid Funds to allow the Maine Guaranteed Student Loan Program to participate in the Federal Income Offset Project for Guaranteed Student Loan defaulters for the 1987 taxable year; adopted rules and the Basis for Adoption statement for Chapter 115-A, Recertification of Educational Personnel, Administrator Certification, as revised; adopted rules for Chapter 119, Adjudicatory Proceedings on Certification Issues, as revised; adopted rules for Chapter 118-A, Support Systems, Standards and Procedures of Operation, and the Basis for Adoption statement, as revised.

At its November 1987 meeting, the Board adopted a change in rules to allow the extension of master teacher certificates from July 1, 1987 to July 1, 1988 and instructed the Certification Office to reissue temporary master teacher certificates retroactive to July 1, 1987 and with an expiration date of July 1, 1988, to the 80 master teachers immediately to correspond with full implementation of the new certification rules and regulations; set qualifying scores on the Core Battery of the National Teacher Examination Program of 656 on the Communication Skills Examination, and 648 on the Professional Knowledge Examination; directed the Department of Educational and Cultural Services to study the use of an appropriate examination for vocational education teachers who are not required to hold a baccalaureate degree and report findings back in three months; direct the Department of Educational and Cultural Services to revise for the December 16, 1987; meeting the Rules and Regulations for the Teacher Qualifying Examination Program to reflect the qualifying scores and other final implementation decisions; approved amendments pertaining to procedures necessary for the processing of defaults, refunds, and prepayments for incorporation within the rules for the Maine Guaranteed Student Loan Program; voted to begin the Administrative Procedure Act process with regard to proposed rules for teacher certification endorsements; voted to begin the Administrative Procedure Act process with regard to rules for recertification of administrators and educational specialists; adopted resolutions pertaining to working closely with the Executive Board of the Maine School Boards Association toward quality education for all Maine students and to working through subcommittees to support the Maine Department of Educational and Cultural Services in the planning and implementation of competitive academic programs.

At its December 15, 1987 meeting, the Board approved the certified funding level for Fiscal 1989 for the total allocation at $721,789,271 and approved the certified funding level for adjustments at $8,790,000.

At its December 16, 1987 meeting, the Board: granted a five-month extension for the Brooklin-Sedgewick school construction project; tabled action on a proposed locally-funded school construction project at South Portland High School as school officials were not at the meeting due to a storm; issued an amended Certificate of Organization to SAD 24 reflecting Grand Isle's withdrawal from that district; issued an amended certificate of organization to SAD 42 reflecting the withdrawal of Bridgewater from that district; made a finding of fact that with a vote of 75 yes and 105 no by voters in Cutler on the question of withdrawal from SAD 77, the question of withdrawal failed; authorized the Administrative Procedure Act process on proposed rules for Chapter 115, Certification of Educational Personnel: Standards and Procedures; tabled consideration of proposed rules for initial administrator certification; authorized the Administrative Procedure Act process for revisions in the rules and regulations for the Teacher Qualifying Examination Program; received the outline for the new two-year (1989-90) State Plan for Vocational Education and the Projected Fiscal 1989 Carl D. Perkins Act allotment; received the report and recommendations of the visitation team on the University of Maine at Presque Isle teacher education programs in physical education, elementary education and secondary education.

At its January 1988 meeting, the Board approved amendments to the rules used in the degree granting authorization process; granted five-year (1987-1992) State approval to the teacher preparation programs at the University of Maine at Presque Isle in physical education (K-12), elementary (K-8), and secondary (7-12).

At a special meeting on January 27, 1988, the Board authorized the Administrative Procedure Act Process for proposed additions to Chapter 115, Parts I and II—Certification of Educational Personnel: Standards and Procedures; Chapter 115-A, section 2.6: Recertification of Master Teachers; proposed amendments to Chapter 114: Policy, Procedures and Standards for the Review and Approval of Educational Personnel Preparation Programs; proposed amendment to Chapter 115, Part I, section 2.2: Routes to Initial Certification; and proposed repeal of rules Chapter 113: Organizational Units Responsible for the Certification of Educational Professionals; Chapter 116: Professional Development, and Chapter 118: Rule Governing the Issuance of a Temporary Master Teacher Certificate.

At its February 1988 meeting, the Board voted to issue a certificate of meritorious achievement to Associate Commissioner David Brown and to Assistant to the Commissioner Polly Ward for the tremendous work they did in the preparation and handling of the Academic Decathlon; authorized the validation of the Pre-Professional Skills Tests for use with non-degree vocational education teacher in the Qualifying Examination Program for Teachers; initiated the Administrative Procedure Act to revise Rule Number 05-071, Chapter 15, Qualifying Examination for Teachers to include non-degree vocational education teachers; received updated funding levels for the Carl D. Perkins Vocational Education Act, P.L. 98-524, for the second quarter of FY 1988.

At its March 9, 1988 meeting, the Board authorized the chairman to sign three sections in the Two-Year State Plan for Vocational Education 1989-1990. At a special meeting March 30, 1988, the Board adopted Chapter 013, Qualifying Examinations for Teachers; adopted Chapter 114, Policy, Procedures and Standards for the Review and Approval of Educational Personnel Preparation Programs; adopted Chapter 115-A, Recertification of Educational Personnel; adopted Chapter 115, Part I, Certification of Educational Personnel: Standards and Procedures; adopted Chapter 115, Part II, Endorsements and Certificates; adopted Chapter 118-A, Support Systems: Standards and Procedures for Operation; repealed Chapter 118, Rules for Temporary Master Teacher Certificates.

At its April 1988 meeting, the Board tabled action on Chapter 113, Organizational Units Responsible for the Certification of Educational Professionals, and Chapter 116, Professional Development; approved the 1989-90 Two-Year State Plan for Vocational Education and authorized Chair Carol Wishcamper to sign a letter of transmittal on behalf of the Board to the U.S. Office of Vocational and Adult Education; approved the program year 1989 Carl D. Perkins Act funding plan for vocational education.

At its May 1988 meeting, the Board granted reviews until the June 15, 1988, meeting of the 1988 State Board of Education for site presentations in connection with proposed school construction projects to SAD 17 (Oxford/Otisfield), SAD 60 (Berwick), SAD 11 (Gardiner), Biddeford, SAD 34 (Belfast), and SAD 58 (Stratton); approved the individuals recommended to serve as members of a visiting committee to assist in processing the request from the Portland School of Art for approval to confer the degree Master of Fine Arts in Photography; approved an application process for grants from the George M. Briggs Fund for 1988-89; appointed Joyce Roach to the committee to select recipients for grants from the George M. Briggs Fund, along with Shirley Richard and Michael Aube; authorized Key Trust Company of Maine to use funds in the George M. Briggs Trust to cover fees for cash balance reinvestment; approved an amendment to the Touche-Ross and Company contract to add the performing of an audit certification relative to the "spend down" appeal to the U.S. Department of Education to be made by the Maine Guaranteed Student Loan Program and an extension of the completion date of the original contract subject to final approval by the State Contract Review Board.

School Construction: The Board approved a total of $79,070,247 for 25 school construction projects in the past fiscal year.

LICENSES, PERMITS, ETC.:

Certification and Placement Section

Certification:

- Teachers
- School Nurse
- Driver Education
- School Psychologists
- Curriculum Supervisors
- Psychological Examiners
- Division of Special Education
- School Library Media Specialist
- School Principal
- School Superintendent
- Counselor
- Vocational Instructor
- Reading Specialist
- Special Education Consultant
- Speech & Hearing Clinicians

FINANCES, FISCAL YEAR 1988: 20A MRSA, Section 404 provides that expenditures of this unit shall be borne by the Department of Educational and Cultural Services and are, therefore, included in its financial display.

MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

EVE M. BITHER, COMMISSIONER
FRED DOUGLAS, Director of Higher Education Services

Central Office: One Weston Court, Augusta *Telephone:* 289-2183
Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: 1967 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 080; *Citation:* 20-A M.R.S.A., Sect. 10501-10502

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct, either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commission for Higher Education Facilities Act of 1963 administers many federal assistance programs for Maine post-secondary education institutions which include: Title VII of the Higher Education Act of 1965 — grants for construction, renovation, accessibility to the handicapped, and energy conservation.

ORGANIZATION: The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school construction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

The Maine State Commission for Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967. The Bureau of School Management, Division of Higher Education Services, administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

PROGRAM: Financial Assistance to Construct or Remodel Facilities to meet the needs of the Handicapped (Title VII, HEA).

Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY 88 no funds were actually appropriated and thus, no activity was conducted.

FINANCES, FISCAL YEAR 1988: No funds were available in FY 88.

OFFICE OF FEDERAL-STATE COORDINATOR

GREG SCOTT, FEDERAL-STATE COORDINATOR

Central Office: Education Building, Augusta *Telephone:* 289-5801
Mail Address: Statehouse Station #23, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071C; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: This unit oversees all legislative activity for the Department with the Legislature and the Governor's Office and is the legislative liaison to the State Board of Education. The unit serves as the liaison to the Governor Baxter School for the Deaf for the Department. The unit is responsible for the strategic planning activities of the Department. The unit is the Commissioner's liaison to the Advisory Committee on Truancy, Dropouts and Alternative Education. The unit is the Commissioner's liaison to the UMS Instruction Television System and a member of the UMS Telecommunication Oversight Committee.

ORGANIZATION: This unit reports directly to the Office of the Commissioner. The federal liaison responsibility was added to the unit's responsibilities in August, 1980. The Governor Baxter School for the Deaf liaison responsibility was added in 1982. The truancy, dropouts and alternative education responsibilities were added in 1986. The Strategic Planning responsibility was added in 1987 and the Telecommunications liaison responsibility was added in 1988.

PROGRAM:

Governor Baxter School for the Deaf Liaison. This unit is the Department's administrative and policy liaison to the GBSD. It is in turn, GBSD's liaison to the Commissioner and the Legislature.

Legislative and Governmental Liaison. This unit oversees all legislative activity for the Department with the Legislature, the Governor's Office and the State Board of Education. The unit also coordinates with state and educational associations and local school administrative units. The unit is the Commissioner's liaison for state governmental relations.

Truancy, Dropouts and Alternative Education. This unit is the Commissioner's liaison to department staff and the Advisory Committee on Truancy, Dropouts and Alternative Education whose charge is to advise the Commissioner on the development and implementation of state and local policies and programs that are needed to deal effectively with the incidence of truancy and dropouts in schools.

Strategic Planning Coordination. This unit coordinates the Department's strategic planning activities and prepares reports and updates.

Telecommunication Liaison. This unit is the Commissioner's liaison to the University System's Instructional Television System and is a member of the UMS Telecommunication's Oversight Committee. The unit chairs the Department's Telecommunications Committee and the Commissioner's liaison to the Northeast Regional Distance Learning Advisory Committee.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

EDUCATION FINANCE DIVISION

STANLEY R. SUMNER, DIRECTOR

Central Office: Education Bldg., Augusta *Telephone:* 289-5825
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071F; *Citation:* 20-A M.R.S.A., Sect. 202
Legislative Count: 14

PURPOSE: The major purpose of the Division of Finance is to provide centralized control over the fiscal operations of the department. Fiscal operations include: budget preparation and monitoring, receipt and deposit of revenues, pre-audit of expenditures, control over equipment and supplies, fiscal analysis, reporting and auditing.

ORGANIZATION: There are three sections within this Division: Budget Control Section, the Accounting and Reporting Section and the Audit Section.

PROGRAM: The Division accomplishes its purpose with an organization and system designed to support the goals and objectives of the various programs of the department while applying sound fiscal management principles.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATION FINANCE DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	286,586	286,586				
Health Benefits	20,114	20,114				
Retirement	53,323	53,323				
Other Fringe Benefits	1,150	1,150				
Computer Services—State	71,276	71,276				
Other Contractual Service	34,137	34,137				
Commodities	-13,549	-13,549				
Grants—Subsidies—Pensions	59	59				
Transfers to Other Funds	87,617,257	87,617,257				
TOTAL EXPENDITURES	88,070,353	88,070,353				

GOVERNOR BAXTER SCHOOL FOR THE DEAF

KATHLEEN M. FRIES, SUPERINTENDENT
PAMELA A. DUTREMBLE, Business Manager

Central Office: Mackworth Island, Falmouth *Telephone:* 781-3165 (Voice and TDD)
Mail Address: P.O. Box 799, Portland, Maine 04104—0799 TDD: 781-3331
Established: 1876 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 090; *Citation:* 20A M.R.S.A., Sect. 7503
Average Count—All Positions: 100 *Legislative Count:* 64

PURPOSE: The Governor Baxter School for the Deaf was originally established for the purpose of providing an educational and residential program for deaf children in Maine. The purpose and organization of GBSD is evolving and expanding in response to changing federal and state regulations with regard to Special Education and, in particular, deaf education. Governor Baxter School for the Deaf is becoming the core of a developing and far-reaching system to identify and meet the educational and related needs of Maine's hearing impaired citizens. The mission is to integrate these educational opportunities into a single state-wide unit in order to provide optimum services for hearing impaired infants, children, adults, their families, and the community at large.

Governor Baxter School for the Deaf meets school approval standards developed by the Maine Department of Educational and Cultural Services. It is also accredited by the Conference of Educational Administrators Serving the Deaf, a national association of schools and programs serving deaf students.

ORGANIZATION: The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It operated on Spring Street as part of the Portland School System until 1897. At that time, Portland deeded the land and buildings to the State. The school became known as the Maine School for the Deaf within the Department of Institutions. When the Bureau of Institutions was dissolved, the organization was placed in the Department of Mental Health and Corrections. It remained there until transferred to the Department of Educational and Cultural Services. Since 1982 the Department's Office of Federal-State-Local Relations has served as liaison to the Commissioner and Legislature and resource on administrative and policy matters.

In 1943, former Governor Percival P. Baxter donated Mackworth Island to the State. He was later influenced by deaf people to help find a new site for the school when it had outgrown its Spring Street location. In 1953, funds donated by Governor Baxter and funds granted by the Legislature were used for the construction of a new educational, residential facility for the deaf on Mackworth Island. In 1957, the Legislature honored the Governor by officially changing the name of the school to Governor Baxter School for the Deaf.

PROGRAM:

GBSD provides a wide range of services for students, families, professionals and citizens in the State. Comprehensive programming includes the academic program (preschool, elementary, middle school, and high school), adult education, the local and regional athletic program, audiological services, captioned film depository, computer program, coordination of on-site vocational rehabilitation services for students, deaf awareness program, driver education, evaluative services, Family Learning Activities, Independent Living Program, school library, parent/professional library, multi-level sign language program, occupational and physical therapy, Parent Advisory Committee, preschool consultation, pre-school program, public school consultation, recreational program, resource center on deafness, Sound Lab and Communication Lab, Special Services, speech therapy and staff development activities.

Annual summer programming includes the preschool program; the Family Learning Vacation; the Summer Institute which is presented in conjunction with the University of Southern Maine; and the Portland-Falmouth Teachers' Academy.

Projected programming for 1988-1989 includes development of a program for hearing impaired students in Aroostook County. This is a cooperative venture among GBSD, Gallaudet

University and the University of Maine at Presque Isle to establish a resource center and support services for professionals serving hearing impaired in Northern Maine. Other planning efforts at GBSD include the development of a deaf infant program, as well as a summer program for Gifted and Talented hearing impaired students.

In addition to the functions mentioned, GBSD serves as the contact for the Gallaudet University Information Center on Deafness and works closely with Gallaudet University Pre-College Programs in Washington, D.C., and the Gallaudet Regional Center at Northern Essex Community College in Haverhill, Massachusetts.

LICENSES, PERMITS, ETC.:

High School Diplomas. (The school is approved by the Maine State Department of Educational and Cultural Services and is accredited by the Conference of Educational Administrators Serving the Deaf).

PUBLICATIONS:

"Beak Speaks"—school newsletter

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR BAXTER SCHOOL FOR THE DEAF	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,909,044	1,895,032			14,012	
Health Benefits	124,789	123,762			1,027	
Retirement	365,191	362,651			2,540	
Other Fringe Benefits	11,872	11,824			48	
Other Contractual Service	266,670	265,876			794	
Rents	2,999	2,999				
Commodities	127,349	120,839			6,510	
Grants—Subsidies—Pensions	53,738	53,738				
Equipment	19,798	19,798				
Interest—Debt Retirement	73	73				
Transfers to Other Funds	301				301	
TOTAL EXPENDITURES	2,881,824	2,856,592			25,232	

(OFFICE OF) STATE HISTORIAN

ROBERT M. YORK, STATE HISTORIAN

Central Office: RFD #1, Box 833, Orrs Island, Maine 04066 *Telephone:* 833-2861
Mail Address: RFD #1, Box 833, Orrs Island, Maine 04066
Established: March 20, 1907 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 087; *Citation:* 27 M.R.S.A., Sect. 261
Average Count—All Positions: 1 *Legislative Count:* 0

PROGRAM: The activities of the State Historian for the past year were in the usual pattern—answering queries about various aspects of Maine history, assisting researchers in locating historical materials of value to them, speaking to diverse groups on Maine history and promoting interest in Maine history and Maine heritage. During the summer of 1987, he taught two courses in Maine history at Portland and Auburn. In the fall he taught at Wiscasset and

Portland and in the late spring of 1988 at Portland again. Illness in late June forced cancellation of a travel course. Among the many speeches a few stood out—"Whence Came USM" for the Town and College Club, Brunswick; "Maine at Gettysburg" for the Joshua Chamberlain Round Table, Brunswick; "The Maine Trolleys—500+ Miles" for the historical societies of Gorham, Windham and Pejepscot area; "Highlights of First Parish History," Brunswick 1st Parish Church; "Maine History Revisited," Maine Geological Society; and a mini-course for Damariscotta Adult Education. He addressed several Rotary clubs, womens' clubs and alumni groups. He served as the official historian of 1st Parish Church, Brunswick, and regularly conducted tours of this historic Gothic church. He is also a trustee at Pejepscot Historical Society, president of the Harpswell Society, vice president of the Maine League of Historical Societies and Museums, and chairman of the Awards Committee. He authored an article of Maine Congregationalism to 1820 for the *Maine League News*.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) STATE HISTORIAN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	494	494				
Commodities	1	1				
TOTAL EXPENDITURES	495	495				

MAINE HISTORIC PRESERVATION COMMISSION

CHRISTOPHER C. GLASS, CHAIRMAN
EARLE G. SHETTLEWORTH, JR., Executive Director

Central Office: 55 Capitol St., Augusta, *Floor:* 1 *Telephone:* 289-2133
Mail Address: Statehouse Sta. #65, Augusta, Maine 04333

Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 089; *Citation:* 27 M.R.S.A., Sect. 502

Average Count—All Positions: 9 *Legislative Count:* 4

PURPOSE: The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% state matching grants available for the restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department.

The Maine Historic Preservation Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect. In making these appointments, due consideration must be given to the recommendations made by the representative professional, civic and educational associations and groups concerned with or engaged in the field of historic preservation.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed and qualified, but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

PROGRAM: During FY 88, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 54 individual sites and three historic districts. The Commission sponsored four prehistoric archaeological surveys, four historic archaeological surveys, one architectural inventory of Maine communities, and two special projects.

The Historic Preservation provision of the Economic Recovery Tax Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration techniques. As in past years a great deal of staff time has been spent in reviewing federally funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

Federal Grants. The Commission, during FY 88, awarded the following grant monies on a matching basis to private organizations, municipalities, and State agencies for the identification and restoration of historic sites and structures:

Administration	$255,225
Prehistoric Archaeological Surveys	43,424
Historic Archaeological Surveys	11,000
Architectural Surveys	10,000
Special Projects	4,750
Total	$324,399

LICENSES, PERMITS, ETC.:

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed on the National Register of Historic Places which is state-owned or, if not state-owned, is subject to a preservation agreement between the landowner and the Maine Historic Preservation Commission, must apply in writing for an Excavation Permit to the Director of the Maine Historic Preservation Commission. If such a permit is granted, it must be co-signed by the Director of the Maine Historic Preservation Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Maine Historic Preservation Commission, each study may be ordered free of charge on a one per person basis by writing to the Maine Historic Preservation Commission, 55 Capitol Street, Augusta, Maine 04333.

Beard, Frank A., *200 Years of Maine Houses: A Guide for the House Watcher* (1981)
Hunt, H. Draper and Clancy, Gregory K., *The Blaine House, A Brief History and Guide* (1983).
Shettleworth, Earle G., Jr. and Beard, Frank A., *A Guide to the Maine State House* (1981).

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	213,251	104,359			108,892	
Health Benefits	15,182	6,215			8,967	
Retirement	40,083	20,341			19,742	
Other Fringe Benefits	1,052	677			375	
Computer Services—State	100				100	
Other Contractual Service	99,454	12,307	2,690		84,457	
Rents	3,777	239			3,538	
Commodities	39,359	5,626	809		32,924	
Grants—Subsidies—Pensions	42,825	34			42,791	
Equipment	1,816				1,816	
Transfers to Other Funds	8,299		-78		8,377	
TOTAL EXPENDITURES	465,198	149,798	3,421		311,979	

BUREAU OF INSTRUCTION

WILLIAM H. RICHARDS, Ed.D., ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-5918
Mail Address: State House Sta. #23, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 0711; *Citation:* 20A M.R.S.A., Sect. 202
Legislative Count: 68.5

PURPOSE: The Bureau of Instruction has the responsibility for providing program direction for six divisions which deal with: curriculum development, direction, evaluation, and other topics related to the education of Maine students in grades kindergarten through grade 12; school improvement programs including srategic planning, school approval and accrediting; the development and application of teacher education program approval standards; certification, recertification, and placement functions associated with educational personnel; certification procedures involved with the approval of degree-granting institutions; the delivery of alcohol and other drug education and prevention services to Maine's educational system; and implementation and administration of Title 20-A, M.R.S.A., Subpart 1, and assistance with Special Education provisions of the School Finance Act; administration of federal funds for exceptional children under the Education of All Handicapped Children Act of 1975, and P.L. 89-313, Title I, ESEA, Education of the Handicapped; an annual assessment of student achievement in Maine schools for grades 4, 8, and 11 in the subject areas of reading, writing, mathematics, and other content areas. Additionally, administrative responsibility is assumed for activities conducted under Chapter I of the Education Consolidation Improvement Act of 1981 and the Maine Migrant Education Program. This Bureau also has the responsibility for the Instructional Support Group Program and the Maine Aspirations Compact.

ORGANIZATION: The Bureau of Instruction has had a long history of operation within the Department of Educational and Cultural Services. It was once formed and operated during the 1950's and early 60's as the Division of Instruction. Following a mandate by the legislature in 1971 to reorganize state government, the Division of Instruction was re-formed as the Bureau of Instruction. It includes all classroom emphases except for vocational education, and is administered by an associate commissioner.

The following information gives a detailed description of the work performed by each of the divisions and units in this bureau.

PROGRAM:

Division of Curriculum. The Division provides leadership, technical assistance and regulatory services to school administrative units in Maine. Leadership and technical assistance includes the development and dissemination of information in subject areas through meetings, visitations, publications and correspondence. In addition, the Division administers and integrates federal programs such as bilingual education and publishes policy and position papers on current educational practices. Division personnel serve as resources for educators and community people in such areas as interpreting regulations, resolving problems and locating resources.

The Division is responsible for school approval. Although this process is regulatory, it has leadership elements. Because school improvement planning is an integral part of school approval, division consultants provide local units with current effective schools research and practices. This leadership function is critical as DECS implements the Educational Reform Act of 1984. A major component of the school approval process is the site review process conducted by consultant teams. Every elementary and secondary school must be visited on a one and five year cycle to determine if school approval standards are in place. Along with school approval, the Division is also responsible for administering accreditation and inspection visitations. Through these programs, school administrative units are able to improve educational practices and services for students.

Specific Division Program Functions are as follows:

School Improvement Plans. All of Maine's public schools have submitted a school improvement plan. The plans are based on a comprehensive needs assessment and contain goals, activities, and evaluative criteria directed at improved educational conditions. All schools have submitted an update of the School Improvement Plan which indicates progress in meeting goals and sets new goals. Another update of the plan will be submitted by September 30, 1988.

Accreditation. Accreditation is used as a measure of quality and a focus for future planning. The process involves a year-long self-study by teachers, administrators, students, and community members, and an on-site visit by a committee of outside educators. The visiting committee makes recommendations for program improvement based upon findings of the self-study and a review of all programs and services. The Division of Curriculum is presently in the process of reviewing its accreditation standards and procedures for secondary schools and developing an accreditation program for elementary schools. Pilot testing will continue for the 1988-89 school year.

Innovative Educational Grants. Innovative Educational Grants are available on a competitive basis to teachers, schools, and school systems to promote improved education. Classroom-based grants are awarded for grants submitted by individual teachers (maximum of $2,000) or groups of two or more teachers (maximum $5,000). School-based grants are awarded on a matching funds basis to individual schools (maximum $10,000) and to two or more schools or school systems (maximum $20,000). A portion of the available funds for both classroom and school-based grants are targeted for a competition limited to educators and schools located in the four designated Job Opportunity Zones. Additionally, school-based grant funds are available for grants to schools selected to participate in the Restructuring Schools project. This program is administered by the Innovative Educational Grants Coordinator. Services provided by the Coordinator include technical assistance to grant recipients and consultation and training to those interested in developing a grant proposal.

School Health Services. A school nurse consultant responds to requests from school administrators and school nurses, orients new nurses, presents workshops, prepares materials for use by nurses, assists school officials and school boards in understanding the role of the school nurse, promotes school health programs, prepares and distributes a school health manual and publishes a newsletter for school nurses.

Guidance, Counseling, and Testing. This office is responsible for the administration of guidance and counseling. Leadership, service, and regulatory functions include information and assistance provided to counselors, administrators, teachers, students, citizens, legislators, and allied agencies in the broad area of guidance, counseling, and testing programs; student records;

suspension and expulsion; issues of privacy, student rights and responsibilities; career and vocational education guidance; child abuse and neglect; right-to-know legislation; and protection of pupil rights.

Bilingual Education, Refugee Assistance and National Origin Desegregation. This office provides workshops and technical assistance to local schools, K-12. It has been active in developing equitable programs and planning for all linguistic minority children throughout Maine, generally in the form of training and materials in English as a Second Language and bilingual education.

The Title VII coordinator has been the department liaison with Washington for basic, demonstration, and training projects in bilingual education. Five project sites now exist in Maine for these languages: Vietnamese, Lao, Khmer, Passamaquoddy, Maliseet, Dari, and Philipino. The coordinator has been responsible for the development of bilingual and special language programs funded under ESEA Title VII and the Transition Program for Refugee Children. Detailed state plans for each of three federal programs identified above are on file and readily available for review.

The Department awards sub-grants to local educational agencies in accordance with the rules and regulations governing the Transition Program for Refugee Children. The department has monitored recipient sites serving eligible refugee children. The department also has provided technical assistance to local schools, and appropriate leadership materials enabling them to serve refugee children. The numbers of immigrant children have increased in recent years; so have DECS technical assistance services.

Newspapers in Education. The Newspaper in Education (NIE) Program is administered by the Division of Curriculum, although it is funded totally by the Maine Daily Newspaper Publishers Association. The program assists Maine schools using the newspaper as an educational resource. The consultant conducts parent-teacher organization presentations, selected classroom visits, training seminars and workshops with educators from the primary to university graduate level. Numerous materials, including a quarterly newsletter, describe newspaper-related activities which can be integrated into various curricula. All services and materials are available at no charge upon request. Additionally, a graduate-level Newspaper in Education course is offered each summer at the University of Maine and at the University of Southern Maine. Through the program, daily newspapers are provided for classroom use at a discount price. Special student contests and NIE activities are highlighted in the newspapers during NIE month—March. Because of the training and services provided through this program, several hundred students in the state are now learning through educational newspaper activities in a variety of subject areas.

Early Childhood. Funds were provided by the Legislature to be used for grants to local schools for the purpose of improving their early educational offerings in kindergarten through third grade. Fourteen projects were funded for a second year, and ten new programs began. Topics for projects ranged from establishing an ungraded primary program, to instituting transitional grades, to providing foreign language instruction and specific teacher training in early childhood development and curriculum. In addition, the two early elementary consultants in the division provided leadership and technical assistance to the field. Special projects included a statewide conference attended by over 450 people, a position paper on early elementary curriculum and publication of a guide to screening programs. Workshops on grantwriting and topics of interest were presented to the field. The Regional Curriculum Network (RCN) was begun, bringing together department personnel, university faculty and local primary educators to discuss critical K-3 efforts.

Instructional Support Group. The 111th Legislature in its Second Session provided money for the contracting of outstanding educators for a period of one year to assist other educators in a supporting role. The intent is to use practicing educators to help other educators in school improvement efforts.

School Volunteer Programs. The state coordinator of school volunteer programs was hired permanently in November, 1986. The coordinator continues to offer regional training opportunities in five regions of the state, designed for both school staff and community members. Consultation is offered to school/community groups, teachers, administrators and school boards. An annual survey is conducted. By 1987, 350 schools or school districts had organized school volunteer programs. Approximately 30 districts employed paid part- or full-time directors of volunteers. Approximately 20,000 people volunteered in Maine schools, directly affecting 100,000 Maine students through more than a half million hours of volunteer work. Sixty-nine percent of the volunteers are parents and about 75% of all volunteers provide direct services to students.

The goals of the program are to develop new school volunteer programs, to help schools reorganize existing programs, to stimulate local growth and innovation in meeting students' educational needs through volunteer services, to involve parents in local education, to improve the relationships between schools and their communities and to enable all segments of the community to be directly involved in helping Maine children realize their potential.

Maine Studies Curriculum Project. The Maine Studies Curriculum Project continues to command the attention of educators throughout the state. The outcomes of this project will offer students an in-depth appreciation and knowledge about Maine's environment, government, economy, history, and future. Program K-12 is now available from the Down East Books, Camden, Maine 04843.

Content Areas:

Language Arts. The language arts consultants work with teachers and administrators to design curriculum, review programs and upgrade the quality of instruction, reading and writing in grades K-12. Much of this work is accomplished through regular Regional Curriculum Network meetings and visits to individual schools. Consultants also work with professional organizations such as the Maine Council for English Language Arts and Maine Reading Association and on special projects such as the Maine Literature Anthology and Summer Institute to provide teachers and administrators with a wide variety of opportunities for professional growth and development.

Math. The mathematics consultant provides technical assistance to teachers and administrators, K-12, in mathematics content and methodology and in developing mathematics curriculum. She assists school systems/institutes of higher education in developing appropriate Title II programs. There will be collaboration among the math departments of colleges and schools, industry, professional mathematic organizations and the state mathematics consultant to promote a high standard of excellence in mathematics education in Maine. Cooperation between the science consultant and the mathematics consultant in developing K-12 programs to help enhance science and mathematics for students is ongoing.

Social Studies. The Division of Curriculum has worked with school systems in designing, clarifying or implementing social studies curriculum projects. A Social Studies Consultant is available to provide leadership and technical assistance.

Science. There is one science consultant with state-wide K-12 responsibilities. The goals of this consultant are to assist educators in the development of their own professional and personal skills, to provide assistance to teachers and administrators in science curriculum development and enhancement, to work towards safer classrooms and laboratories, and to undertake and promote teacher and student recognition programs. Additionally, a federal grant program is administered for all K-12 local educational agencies and post-secondary institutions in conjunction with the mathematics consultant.

Foreign Languages. Technical assistance is provided to teachers and school administrators in the areas of foreign language curriculum and instruction, including the development of new programs and the improvement of existing programs. The foreign language consultant is available to provide leadership, direction, and current information concerning second language learning.

Fine Arts. Technical assistance in all curriculum areas of the arts is provided through personal contact and the Regional Curriculum Network. Increased emphasis is placed on fulfilling the fine arts requirement at the secondary level and strengthening fine arts programs, K-12, in all schools.

Health Education. Through a collaborative effort with the Maine Department of Human Services, the Maine Department of Educational and Cultural Services now has two health education consultants and an AIDS education consultant in the Division of Curriculum. These consultants promote health education and provide services in curriculum development, teacher consultation, teacher resources, health promotion, and in-service training through the Regional Curriculum Network and work with individual school administrative units. A health education newsletter is published three times a year. The health education office also coordinates the Maine Wellness Conference, the AIDS Prevention Teacher Training Program and also administers the Chapter 2 grant for teacher training in comprehensive school health education.

Computer Education. A full-time consultant works with administrators, teachers, parents and students in developing ways to integrate microcomputer technology in the curriculum. Services provided are software/hardware consultation, inservice training with computer applications, computer education program reviews, curriculum development assistance, and a software/hardware preview center. A quarterly newsletter is available free to all Maine educators which relates information about trends, exemplary programs and services available from the Preview Center. These services include public domain software duplication, lending of computer related videos, distributed publications, research materials and a lending library of computer resource books. Over 600 software titles can be previewed on the premises or reviewed during an on-the-road show requested by a school district.

Division of Alcohol and Drug Education Services (Carl Mowatt, Director). This division serves the public schools of Maine in alcohol and other drug abuse prevention and education efforts. The division's position is that schools can be one of the most effective segments of a comprehensive school/community approach for impacting every aspect of local alcohol and other drug use, abuse, and dependency problems.

The division addresses alcohol and other drug dependency as a primary, progressive, chronic, and fatal disease. This basic premise is applied to three distinct populations of school students and adults: (1) the experimenter, user, and dependent population; (2) the affected population (those who come from a family where there are or have been problems associated with alcohol or other drug abuse); and (3) the non-user, non-affected population.

The Division provides purpose, leadership, clear direction, and support for schools and communities regarding the development of comprehensive alcohol and other drug abuse prevention programs. These comprehensive programs encompass all three populations and provide specific policy, programs, and services for each. The program model calls for the formation and training of core school/community teams. These fifteen member teams include superintendents, principals, guidance counselors, school board members, teachers, school nurses, students, parents, law enforcement officers, clergy, town government officials, media representatives, and alcohol/drug treatment personnel. This broad-based group representing key community interests is the best source of knowledge about local issues. At week-long team development institutes and three-day follow-up conferences, team members learn about the disease of chemical dependency; how chemical abuse impacts families, schools, and communities; how to work together as a team; and how to implement comprehensive prevention and education programs and services in their schools and communities. Each local team goes through a generic planning process which helps to identify "where its schools and communities are" in relation to dealing with alcohol and other drug issues. The division then provides continuous leadership and direction through consultation and material resource assistance to help the team move through its action plan toward "where it wants to be." This systematic approach allows local control over program efforts and is a prime motivator for teams to comprehensively deal with their school and community alcohol and other drug problems. A Program Review and Comment Committee comprised of educational and community leaders provides advice and guidance on the division's program direction.

In-Service Education: The division conducts two-day in-service workshops on the disease of chemical dependency and on the elements of a comprehensive school program for all employees of school systems that have contracted with the division for team training. It also provides opportunities for advanced training for key professional groups within the school system.

Curriculum Development: The division develops, field tests, evaluates, and disseminates primary prevention curriculum programs and resource materials for use in elementary and secondary schools.

Technical Assistance: Technical assistance in implementing alcohol and other drug education programs is available to all school personnel in Maine. With the passage of P & S 1985, c. 134, field offices were established in Presque Isle and Machias. The consultants based in those offices provide direct on-site assistance to schools in Aroostook, Washington, Hancock, Northern Penobscot, and Northern Piscataquis Counties. Most of the assistance provided by the division is requested by individuals or groups associated with the team development program. The division provides technical assistance to school/community teams in team development, school board and community awareness presentations, alcohol and other drug policy development, support group development, peer helper program development, student awareness presentations, curriculum implementation, and selection and utilization of print and audiovisual resources.

Resource Services: The division's resource services are available to all school systems and community groups in Maine. The audio-visual library contains the largest collection in New England. Over 650 videocassettes and films are available for use without charge to schools, hospitals, treatment facilities, law enforcement agencies, churches, businesses, civil groups, and community organizations who use them in their prevention, education, and treatment programs. The library circulates approximately 500 films per month. The division maintains an inventory of pamphlets and books available for loan and/or distribution to schools state-wide. These materials and related consultation on their appropriate use are provided to complement prevention and education programs in elementary, junior high, senior high, and post-secondary schools.

Special Projects: The division sponsors state-wide prevention activities. Project Holiday aims to reduce the incidence of operating under the influence during the Christmas and New Year holidays. Project Graduation aims to prevent alcohol and other drug related highway fatalities during commencement season through the promotion of chemical-free graduation activities. This project became a national model in 1983 and was the subject of a national convention in 1984. It received the Secretary's Award for Excellence as a Community Health Program and a Community Health Promotion Award from the Department of Health and Human Services. In 1988, chemical-free commencement activities planned by students, parents, and school personnel were held for 143 or 97 percent of the graduating classes in 148 high schools surveyed in Maine. Eighty-one (81) percent of the seniors participated.

Special Initiatives: The division establishes inter- and intra-departmental task forces, as needed, to develop recommendations related to identified chemical dependency issues. A school/treatment task force developed guidelines by which communication and coordination between schools and service providers could be enhanced. A certification task force recommended Department of Educational and Cultural Services certification for school chemical health coordinators. A chemical dependency and special education task force developed recommendations for the department on how to increase the ability of special educators to deal with chemical dependency issues. A coaches initiative task force developed guidelines and an educational model for assisting coaches and athletic directors to deal with alcohol and other drug issues. A Task Force on Affected Children has made recommendations on how to better meet the educational needs of those children.

Interdepartmental Cooperation: The division works jointly with staff members from the Departments of Corrections, Human Services, and Mental Health and Mental Retardation in planning and assessing alcohol and other drug abuse prevention, education, and treatment services in Maine. Public Law 1981, Chapter 454, known as the Alcoholism Prevention, Education, Treatment, and Research Fund enacted by the 110th Maine Legislature, has greatly enhanced the division's capability to serve the schools of Maine in their prevention, education, and awareness efforts. The Bureau of Safety in the Department of Public Safety provides partial funding for the division's Alcohol, Other Drugs, and Highway Safety Program and cooperates with the division in promoting or sponsoring special projects related to highway safety.

Federal Initiatives: The division is administering the Drug Free Schools and Communities Act of 1986 for Maine. This includes formula grants for school administrative units to use toward comprehensive program implementation, and the Governor's discretionary funds for grants funding community prevention programs and programs for high risk youth.

Traditionally, alcohol and other drug issues have been dichotomized by federal and state agencies. The focus has been separated by targeting adults who use alcohol versus dealing with other drugs by targeting teens through the schools. The division helps local teams recognize the reality that adults, as well as teens, use alcohol and other drugs. Local programs must address these combined issues and problems through the school and community to have a positive impact.

The division recognizes that the abuse of alcohol and other drugs creates a barrier which inhibits academic and social achievement in schools. Students and employees who are using, abusing, or dependent upon alcohol and other drugs cannot function normally and achieve their full potential. Additionally, home environment influences the capacity to learn, to teach, and to provide school leadership. There is a definite negative impact on all indivduals who come from homes where there are alcohol or other drug abuse problems, particularly school-age children. As a school and community establishes strategies for dealing with alcohol and other drug abuse issues, a forum is created whereby the respective responsibilities of students, teachers, administrators, and parents can be discussed and mutually agreed upon. In that process, the legitimate role of non-school, social service and other community agencies can be negotiated and liaison agreements developed. As schools learn how to better manage problems associated with alcohol and other drug related issues, the potential for excellence in schools increases proportionately.

The philosophy and direction for helping Maine schools deal with alcohol and other drug issues has been set and must be maintained. The Division of Alcohol and Drug Education Services provides a model of continuity and consistency for the schools and communities of Maine. The division has trained 98 school/community teams representing 106 local school units, 514 school buildings and 294 cities and towns state-wide. An additional 30 sites are being prepared for involvement in future team development institutes. The school/community approach utilized by the division has resulted in the development of liaisons and working relationships between schools and families, treatment facilities, law enforcement agencies, social service agencies, and other community businesses and organizations. The division provides ongoing state-wide leadership, coordination, training, consultation, and program resource services. This ensures that schools and communities have the support to successfully accomplish their short- and long-term goals in prevention and education programs.

Division of Special Education is responsible for the implementation and administration of Title 20-A, MRSA, Part 4, Subpart 1, "Special Education" and assistance with Special Education provisions of the School Finance Act. It is also responsible for the administration of federal funds for exceptional children under the Education for All Handicapped Children Act of 1975, as amended, and P.L. 89-313, Title I, ESEA, Education of the Handicapped. The Department has general supervisory responsibility for the educational programming of all exceptional students residing within the state.

Federal Programs: In FY 87 ninety-six individual and forty-one consolidated local entitlement applications submitted by school administrative units were approved for a total expenditure of $5,298,228 of the P.L. 94-142 State Grant Award. 34.9% of these funds went to special education teachers salaries. Discretionary grants were awarded to school administrative units in the amount of $203,785.00. Priorities for the discretionary grants were recommended by the Maine Advisory Panel on the Education of Exceptional Children.

Twenty-six thousand eight hundred and thirty-eight exceptional students were provided Special Education and Related Services in 1986-87. This represents 12.77% of the total estimated 5-17 school-age population in Maine.

The majority of students (10,090) served were identified as learning disabled. This represents 37.5% of all exceptional students, or 4.8% of Maine's 5-17 school-aged population. Six thousand three hundred and eighty-five students were identified as having behavioral needs. This represents 2.0% of Maine's 5-17 school-aged population.

Of those students educated in public schools, 52% (13,231) received special education and related services and regular classroom instruction. Thirty percent (7,557) received resource room instruction. Fourteen percent received separate class instruction while approximately 2% received their instruction in residential programs.

The related services most frequently provided to special education students in 1986-1987 were speech and language services (33.75%), followed by diagnostic services (19%). Psychological services made up 10% of the related services provided. Counseling services, occupational therapy, transportation (special) and social worker services followed, in that order.

Of the special education students between the ages of 16 and 21 in the public school system in 1986-1987, two thousand nine hundred and forty-six, or 63.06% are still receiving special education services. Seven hundred and twenty graduated with diplomas, while 9.16% or 428 exceptional students dropped out of school. Sixteen and seventeen year olds made up the majority of those students who dropped out.

Data reported on anticipated services needed by special education students between the ages of 16 and 21 in 1986-87 indicates that the most needed services for this age group were first, vocational training and job placement (20.41%), second, case management and counseling (13.81%), and third, mental health services (8.35%).

CSPD (Comprehensive System for Personnel Development)

Structure: Maine's Comprehensive System of Personnel Development was restructured over the summer of 1987, to include as its primary leadership group, an internal CSPD Committee composed of members of the Division of Special Education. This group met monthly throughout the year, and developed a new 5-year plan reflecting the Department's goals as well as those of the Division of Special Education. The new plan also calls for the development of regional advisory groups which will be piloted in the fall of 1988.

Maine's Support Network for Special Education Teachers: This project was designed to promote the continued professional development of special education teachers. It was awarded the 1988 ACRES National Exemplary Project Award in Inservice Education. Its accomplishments for 1987-1988 included the following:

1) Regional teacher networks were formed in 5 regions of the state, (western, southern, central, Washington, northern Aroostook, and southern Aroostook).

2) Three teacher support sessions were held throughout the year in all but Washington County, where only one took place due to weather and illness. 90% of Maine's school districts were represented with 30% to 90% of the teachers in each region participating. Participation doubled or tripled this second year in all regions.
3) A "midwinter retreat," open to teachers from all the networks, was held in January to provide follow-up training to the summer academies and to promote statewide networking.
4) Regional Teacher Academies on priority training needs were held in August 1987. The training content responded to the following regionally identified needs:

Western	Assessment
Southern —	Whole language
Central	Math for Special Needs Kids Social and Thinking Skills
Aroostook —	Assessment Whole Language Math Skillstreaming
Washington —	Behavior Management Assessment Stress Management

5) Regional Special Education Teacher Academies have been planned for August, 1988 on regionally identified needs.

Staff Development: Training and assistance regarding successful staff development practices and the development of local staff development systems has been provided to school and other staff within and out of Maine.

A staff development retreat for Division of Special Education staff was held in June to educate them about research on staff development and collaboration.

Training or assistance regarding staff development design was provided to staff development teams from Kittery, Camden, Portland H. S., Phillips, Stratton, Lewiston (Montello), New York City, Skowhegan Junior H. S., Mexico, Lovell (New Suncook) and E. Lyme, CT.

Consultation or materials regarding staff development were also provided to staff from: Bonny Eagle Jr. H. S.; Mexico H. S.; the New England Educational Lab, (Andover, MA); the Vermont Assistance Center; the Division of Curriculum; the Division of Certification; the Maine Center for Educational Services; the Aroostook County Special Education Teacher Network, (Lowell, MA); the Office of Staff Development for the Maritime Priovinces.

An Action Planning Guide to Staff Development was written, and will be co-published by the N.E. Educational Laboratory and the Department of Educational and Cultural Services.

Interdepartmental Activities: The Division works closely in a number of interdepartmental efforts and committees, and has participated on a number of Interdepartmental Task Forces or Committees over the past year. Major areas of coordination through the Interdepartmental Council (which consists of the Commissioners of Corrections, Mental Health and Mental Retardation, Human Services, and Educational and Cultural Services) have continued to be: 1) Revision of fiscal management system including rate-setting, contract development, fiscal reporting, billing process and audit capacity, leading towards regulations and policy manual governing above; 2) Program development through interdepartmental consultation, joint program review capability; 3) Development of a system for joint evaluation of program effectiveness and system development needs; and 4) Management of the preschool coordinated delivery system. Additional efforts this year have included ongoing data collection and priority service development recommendations for children and adolescents requiring out of home care, a needs assessment of clients of the juvenile justice system, and completion of first phase of recommendations for implementation of the State Agency Client Bill.

One meeting was held for regional contact people involved in implementing the Joint Regulations between the Division of Special Education and the Bureau of Mental Retardation, Department of Mental Health and Mental Retardation. In addition, the Bureau of Division Directors and responsible staff people met regularly throughout the year, to monitor implementation, and to resolve problems and issues which arose around students who were mutual clients of the two agencies.

Interagency Coordination: The Division continues to be involved with the Bureau of Adult and Secondary Vocational Education. The two agencies jointly continued in-service training for special educators and vocational educators. A representative from special education is assigned to conduct reviews of the vocational centers and regions, as well as involve the Methods of Administration Team which review state and Federal regulations. The Division, with the State Cooperative Team, has revised the Cooperative Agreement. The Division continues to participate with the Bureau of Adult and Secondary Vocational Education to look at issues, assessments and certification of evaluators and vocational/special education personnel.

The Bureau of Rehabilitation in the Department of Human Services and the Division of Special Education continue to cooperate and have jointly funded staff development activities.

The Division of Special Education continues to provide 50% of the support for the Facilitator of the Cooperative Agreement in the Bureau of Adult and Secondary Vocational Education. The cooperative agreement team continues to meet on a regular basis for the purpose of facilitating cooperation and increased utilization of Vocational Education and Rehabilitation services for the handicapped.

The Division and the Bureau of Adult and Secondary Vocational Education jointly planned and funded the Conference on Aspirations and Closing the Gender Gap for Secondary Age Exceptional Students. The Division cooperates with the Department of Labor, the Department of Mental Health and Mental Retardation, the Department of Human Services, and the University systems as well as private providers in examining and planning staff development through its membership and partial funding of the "Maine Association for Rehabilitation Learning and Education Professionals."

The Division worked cooperatively with the Maine Occupational and Career Training Center (MOICC) of the Department of Labor in funding and designing the three-day career education workshop.

The Division, with the Bureau of Adult and Secondary Vocational Education, works cooperatively and assists in funding the activities of the Interdepartmental Committee on Transition through its membership and financial support.

The Division works cooperatively with the University of Maine, Orono, in funding a staff development program for training of adapted physical education specialists to work in the public schools to provide adapted physical education services to those handicapped students who need this curriculum area.

The Division in cooperation with the Bureau of Adult and Secondary Vocational Education, developed through the services of the Human Services Development Institute of the University of Southern Maine a publication entitled: *A Guide to Child Labor Law and School Work.* The Division in cooperation with the Bureau of Rehabilitation and the Bureau of Adult and Secondary Vocational Education as part of the cooperative agreement team, developed and jointly published two publications: 1) *A Cooperative Effort Between Special Education, Vocational Education, Vocational Rehabilitation, Eye Care Services—Program Explanations;* and 2) *Transition and Young Persons with Disabilities: A Biblography.*

The Division in cooperation with the Office of Special Education, United States Department of Education, completed and distributed the findings of the project, *Transition Programs for the Handicapped: Impact and Effectiveness.* This project was done in cooperation with 23 school systems in the state.

The Division in cooperation with the University of Maine System, the University of Maine and the public schools funded and provided leadership to the Maine Task Force on Adapted Physical Education through publication of a newsletter, sponsorship of workshops and the Task Force activities.

Program Review and Technical Assistance: During the 1982-83 school year, division staff developed and field tested procedures for a second cycle of LEA monitoring. Based upon Federal expectations, the division projected a three year period covering the school years 1983-84 through 1985-86 in which to complete this second cycle of compliance monitoring. Because of staff shortages, five LEA's had not been monitored at the end of this three year period.

The U.S. Department of Education, Special Education Programs, has agreed to allow special education monitoring to return to a five year cycle. The intent is to synchronize special education monitoring with the new monitoring procedures to be developed by the Division of Curriculum.

The special education monitoring process will continue to use a two-part monitoring packet to be completed by LEA staff and returned to the division before a site visit. A parent questionnaire is also sent to a random sampling of district parents with children in special education programs. The returned data are reviewed along with certification records and other data available in the Department. Based upon the review of this data, a Letter of Concerns is sent to the superintendent of the unit(s) being reviewed.

A site visit of at least two days is then conducted by a Program Review Team consisting of a division staff member and at least one professional from a school district or university training program. During the site visit, a meeting is held with administrators to discuss issues raised in the Letter of Concerns. Other components of the site visit include interviews with district staff and auditing of student records. Finally, an oral presentation highlighting the Review Team's findings is presented by the Team. The Division Team Leader then prepares a Letter of Findings which is sent to the superintendent. After the superintendent has had an opportunity to study the Letter of Findings, an appointment is made by the division staff member to meet and develop a corrective action plan containing completion dates. Progress toward completion of the action plan is monitored and upon expiration of the plan the division staff member coordinating the school unit's monitoring process conducts a site visit to assure that all required corrective actions have been satisfactorily completed.

Recent changes in Maine educational legislation require school approval site review to be conducted on a five-year cycle. It is our intention to schedule Program Review with school approval activities. Site visitation will not be simultaneous, but when possible, will be scheduled in the same year.

Reviews, including on site team visits, were conducted in 5 special purpose private schools for exceptional students. Monitoring visits to the Governor Baxter School for the Deaf and Unorganized Territory Education were also conducted. A division consultant has continued to provide monitoring and technical assistance to the Maine Youth Center to assure their compliance with Special Education Regulations, both State and Federal. Division staff provided periodic technical assistance to a number of those systems completing Self-Evaluation. The Division continues to cooperate with the Division of Curriculum in the self-evaluation process.

Technology in Special Education: The Division of Special Education applied to, and was chosen as a site for the National Assistance Project in Special Education Technology (NAPSET) during the 84-85 year. NAPSET provided planning assistance to a State Planning Team comprised of special education directors (2), special education teachers (2), a regular classroom teacher, a computer coordinator, a school board member, a vocational rehabilitation representative, a MDECS microcomputer consultant and a special education information specialist. The Planning Team developed and disseminated a special education technology planning guide for use by local school districts within Maine.

Preschool: P.L. 94-142 Preschool Incentive Grant and Part B funds were utilized to fund preschool discretionary grant programs in the public schools. With the passage of legislation permitting the use of state subsidy for preschool handicapped programs the foundation has been laid for the expanded development of such programs.

Preschool Incentive Grant funds were also used to fund a statewide training network for parents and professionals involved with young handicapped children.

Maine's strengths, some future directions, and identification of barriers to progress identifying the Efficacy Study have been isolated by the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC) with an Action Plan for our total 0-5 early intervention system being implemented.

The "Interdepartmental Preschool Standards for 3-5 year old Handicapped and At Risk Infants and Preschoolers" were field tested at 9 locations. In addition to pursuing A.P.A., a "Technical Assistance Guide" has been developed and is in final draft stages for dissemination. This document clearly represents the path for the future of early intervention in Maine, and represents the thoughts and intentions for "best practices" by those most familiar with the field itself.

The system to provide a solid and accurate data base, which encompasses both services and programs for children, as well as serving a manageable system for statistical analysis, has been implemented at all 16 locations. The abilities of these sites to record and report data on an up-to-date and accurate fashion provides DECS with that essential information necessary to plan and implement improvements.

The activities of the interdepartmental system to "move downward" into intervention and prevention activities found some of the SIG's activities focused on involvement of the pilot site models in Maine for identification at birth of existing or potential problems and referral to existing community services and support networks.

Other generic efforts included the activities pursuant to P.L. 99-457 with application under Titles I and II to the U.S. Department of Education for FY 87-88 to continue program planning and development for special needs children from birth to age five.

Gifted and Talented Programs: The 112th Legislature passed legislation that requires all school administrative units to establish educational programs for gifted and talented children, K-12, in academics and the arts by 1991-1992. Recognizing the significant scope of this effort, the law provides for the planned phase-in of this program over five years. During the 1987-1988 school year, the first year of the phase-in process, a variety of state-wide and local initiatives were carried out to support the intent of the legislation and to develop the capacity of local school units to meet the requirements of the mandate in a timely and effective way.

Each school administrative unit, guided by procedures developed by the Department, was charged to conduct a needs assessment and to establish a plan for the implementation of comprehensive gifted and talented programs 1991-1992. Extensive technical assistance was provided by the Office of Gifted and Talented to school units statewide, particularly in the areas of program planning, implementation, refinement and expansion. 98% of the school administrative units in the state have completed this process. The needs assessments and plans submitted to the Department were reviewed and will serve as the basis upon which the Department will plan State-level activities and programs to support and assist local units in their efforts in gifted and talented education. Hereafter, the annual up-date of the gifted and talented program plan data will be conducted in conjunction with the School Improvement Plan process required by the Education Reform Act of 1984.

The State consultants for Gifted and Talented Education in collaboration with the University of Maine, University of Southern Maine, University of Maine at Farmington faculty and the Maine Educators of the Gifted and Talented carried out a wide range of training activities for educators statewide including university coursework, conferences, workshops and institutes. The Department of Educational and Cultural Services offered a multi-phase training program to teachers and administrators responsible for educational programs at the secondary level, 7-12. Through this effort, teams representing middle schools and high schools statewide participated in the exploration of the critical issues surrounding the development and implementation of effective programs for gifted and talented students. The training, designed for teams wishing to initiate, maintain, or extend programs, was offered through a combination of academic year in-service programs (Spring, 1988) and a summer session (June, 1988). Over 100 educators participated in this Sequenced Team Training Program. The Department also offered a series of seminars on Identification of the Gifted and Talented at each state university campus through the Regional Curriculum Network. More than 200 educators representing 81 school units participated in this professional development opportunity.

The tenth annual Summer Training Institute in Education of the Gifted and Talented was held at Bowdoin College. Included were introductory programs for Elementary/Secondary educators and advanced programs for teachers who have had experience with gifted education. Over 100 teachers and administrators attended this program which is committed to providing a pragmatic approach to the development of skills and the study of information in gifted and talented education. Sessions are planned in such areas as identification, curriculum modifications, and program planning to meet the needs of the gifted. Through a workshop format, participants are provided opportunities to interact with other individuals involved in educational programs for the gifted and talented and to take an in-depth look at programming options at various grade levels and in specific content areas. Presentations by national experts and workshops led by key educators from Maine provide updated information on best practices in this area of education.

The 1987-1988 school year showed continued growth in interest and implementation of gifted and talented education throughout the state as educators became more aware of the legislation which builds the costs of these programs into the School Finance Act under Special Education. Presently, 104 school units have implemented programs in their schools with 2 regional programs incorporating 11 school units.

This year, $50,000 was available for State Competitive Grants. Funds were targeted for proposals addressing statewide priorities including efforts to raise aspirations of students; to apply research to educational practice; and to improve middle level programs, for grades 5-8.

The Maine Summer Humanities Program was held for the 9th year. Sixty high school juniors were selected from a field of about 300 applicants through a written application process. This State leadership activity is an intensive, academic program designed to immerse students in the disciplines and intellectual approaches of the humanities. Students major in one of six rigorous and challenging seminars taught by outstanding college and university faculty chosen from Maine and around the country. The courses include history, linguistics, philosophy, literature, literary analysis, and art history and appreciation. Students read extensively, write and discuss in their chosen disciplines. While there are not tests or grades given, the program is designed to be a substantial and invigorating academic experience. In addition to concentrating in the study of one discipline, students meet with visiting scholars, artists, writers, public policy makers and others to become familiar with the methods, content and viewpoints of their fields. Students are also exposed to a wide range of cultural and academic experiences by attending lectures, concerts, films, and plays.

A parallel program for artistically gifted and talented high school sophomores and juniors was also offered. The Maine Summer Arts Program was held for the fifth time this year. Seventy students from around the state, chosen through statewide auditions, participated in a two-week, intensive study of the arts. Classes were held in two-dimensional and three-dimensional art, sculpture, dance, theater, and creative writing. Classes were taught by Maine artists. Each student majored in one class and had opportunities to investigate each of the other fields. These programs provided gifted and talented students a unique opportunity to study and learn in a unique and challenging setting. They also served as a demonstration model for educators at the secondary level.

Division of Educational Assessment. The Division of Educational Assessment was created by the Educational Reform Act of 1984 to conduct an annual assessment of student achievement in Maine Schools. The Maine Educational Assessment (MEA) program has completed its third year of assessing all students in grades 4, 8, and 11 in the subjects of reading, writing, mathematics, science, social studies, and humanities. A unique feature of the MEA is its assessment of writing which requires students to spend approximately one hour developing an essay. The 15,000-plus essays are then scored analytically by Maine teachers.

The MEA assessment design involves both common achievement testing for individuals in reading, writing, and mathematics, and sampling across a broad range of knowledge and skills in all six subject areas listed above. Results from the common section of the assessment are reported directly to parents. Students who score above the 95th percentile receive a certificate recognizing their outstanding achievement. School and district summary reports describe overall student performance and include a detailed analysis of that information in relation to student and community characteristcis.

The Division is composed of 5 professional staff and 2 support staff. In addition to administering the assessment, the assessment staff provides technical assistance to school districts in the utilization of results. Given the large scale nature of the assessment program, the Division contracts for assessment services in test development, administration scoring, and reporting.

Division of Compensatory Education (Chapter I ECIA). Chapter I of the Education Consolidation and Improvement Act replaces Federal Title I of the Elementary and Secondary Education Act. The division operates approximately 200 local school administrative unit basic grant projects statewide (totaling more than 18 million dollars). The division has responsibility for approval, program compliance, performance, and evaluation of Chapter I ECIA activities as set forth in Public Law 97-35 and its amendments. The division further administers more than 80 project operations of the State Migrant Education Program. This program serves children of parents who must continually move to seek temporary or seasonal employment in agriculture, fishing, or wood harvesting. The division assists other state agencies in provision of free public education to children in institutions for the neglected or delinquent, or those in adult correctional centers. All services available through Chapter I funding must be designed to supplement existing school programs in the basic skill area of reading, language arts and mathematics.

Division services include: issuance of legal opinions and interpretations of Federal Laws and regulations for state and local school administrative units operating Chapter I ECIA Projects; investigation of specific allegations of misuse of Chapter I ECIA funds under appropriate statutes, and enforcement of compliance with applicable Federal and State rules, regulations, and guidelines; technical assistance through annual program review visitations to more than 80 percent of the 280 contracts in local school administrative units each year; development and coordination of inservice training for Chapter I ECIA administrators, teachers, paraprofessionals, and parents on an annual basis at several statewide sites to up-grade and strengthen programs in the major basic skill areas of reading, language arts, and math; close liaison with other federal, state, local and private agencies and organizations to make local units aware of nationally validated programs that can be implemented locally to increase the effectiveness of remedial reading and mathematics projects; responsibility for the compilation, analysis and preparation of statewide evaluation in the basic competency skills of reading and math, and provision of evaluation workshops and individual visitations through a close working cooperative effort with the Northeast Regional Technical Assistance Center located in Hampton, New Hampshire.

Division of Certification, Teacher Education and Placement. The primary responsibility of the Division of Certification is to license educational personnel to be employed in Maine's schools. Both initial teaching certificates and renewal certificates are issued to applicants who have met requirements established by the State Board of Education. Individuals may also receive guidance and assistance in planning various routes to obtain necessary requirements for certification. The division also serves as advisor to the Commissioner and State Board in matters dealing with preparation of teachers at approved teacher training institutions both in Maine and nationwide. In addition, the division works with local school units in providing local in-service programs for staff development.

The placement section within the division provides a service to both superintendents and prospective teachers. The placement officer refers teachers to school systems with available positions as well as providing lists of qualified candidates directly to superintendents.

As of July 1, 1988, the new certification law, Chapter 502, will take effect. It will replace Chapter 501 which has provided the framework for teacher certification since the 1960's. All currently certified teachers, administrators and educational specialists will be recertified under Chapter 502 the year in which their Chapter 501 certification expires.

See page 250 for tables on certification statistics.

LICENSES, PERMITS, ETC.:

All educational personnel working in Maine's schools, K-12, are required to hold one or more of the following certificates:

1 year conditional
5 year provisional
10 year professional
2 year provisional "B" (vocational)

PUBLICATIONS:

Credentials and Review Standards and Procedures for the Certification of Educational Personnel and Approval of Auxiliary School Personnel — no fee
Certification — Questions and Answers — no fee
Chemical Dependency Prevention and Education Audiovisual Catalog—no fee
Guidelines for Setting up Support Groups in the School—no fee
Guidelines for Planning and Conducting Student Awareness Programs—no fee
Alcohol, Other Drugs and Highway Safety Curriculum Materials Report—no fee
Project Graduation Reports—no fee
Maine Education Assessment: State Summary Report — Published Annually
Professional Development Activities as Routes to Recertification — no fee

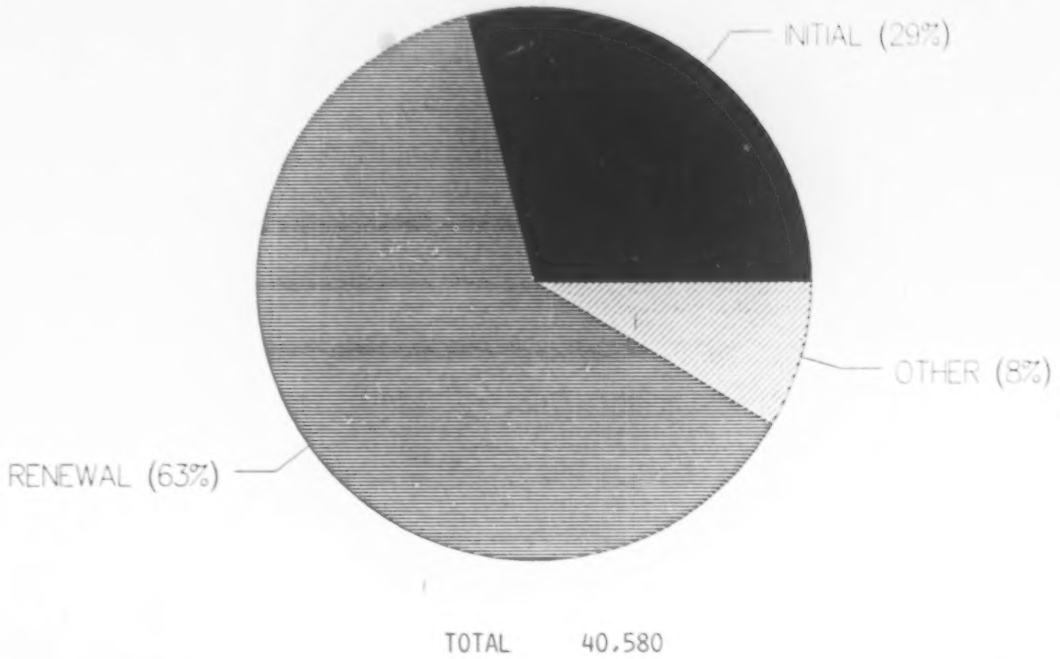
The following publications are offered by the Division of Curriculum at no cost:
Chapter 125 — School Approval Standards
Chapter 127 — Curriculum and Graduation Standards
Maine Emphasis (the magazine of the Division of Curriculum)
A Framework for Curriculum Design: People, Process and Product
Innovative Educational Projects: Case Studies Booklet
Rights and Responsibilities: A Guide for Students, Parents, School Administrators
Home School Equivalent Instruction Guidelines
Building a Successful School Volunteer Program
Migrant Coloring Book

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

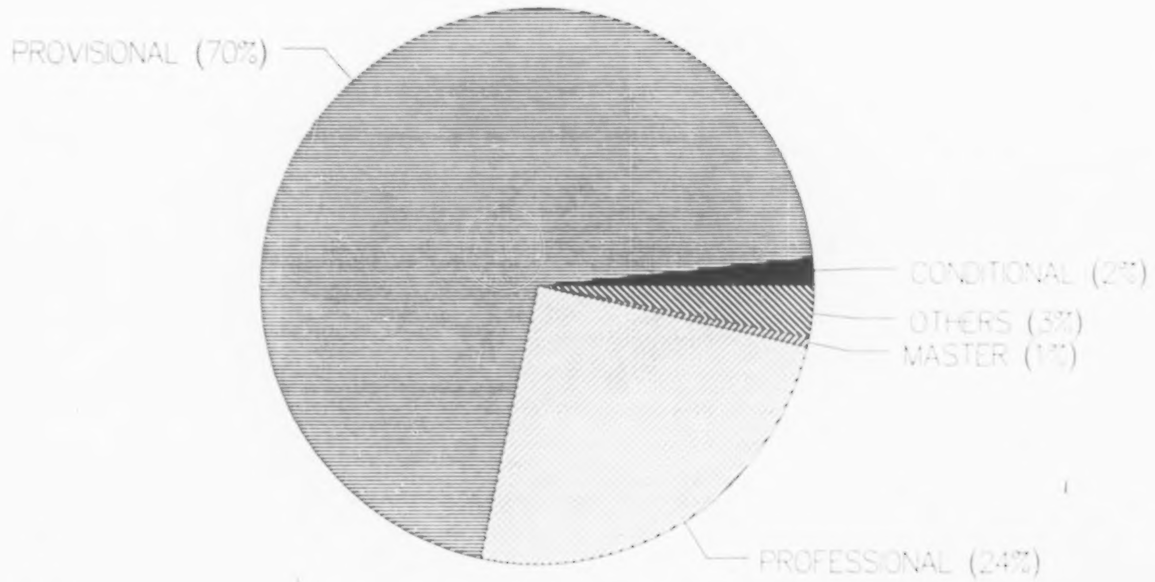
EDUCATIONAL AND CULTURAL SERVICES

BUREAU OF INSTRUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,560,255	1,212,584	394,105		953,566	
Health Benefits	154,045	68,762	24,467		60,816	
Retirement	465,034	219,408	71,510		174,116	
Other Fringe Benefits	17,434	8,031	3,170		6,233	
Computer Services—State	336	15	3		318	
Other Contractual Service	2,605,456	1,693,268	391,079		521,109	
Rents	66,355	6,909	21,834		37,612	
Commodities	143,403	41,380	83,671		18,352	
Grants—Subsidies—Pensions	30,634,415	2,481,252	47,758		28,105,405	
Buildings and Improvement	6,598		6,598			
Equipment	66,324	27,272	27,528		11,524	
Interest—Debt Retirement	81	4	1		76	
Transfers to Other Funds	96,935		35,649		61,286	
TOTAL EXPENDITURES	36,816,671	5,758,885	1,107,373		29,950,413	

TOTAL NUMBER OF CERTIFICATES ISSUED THIS PERIOD – 1988

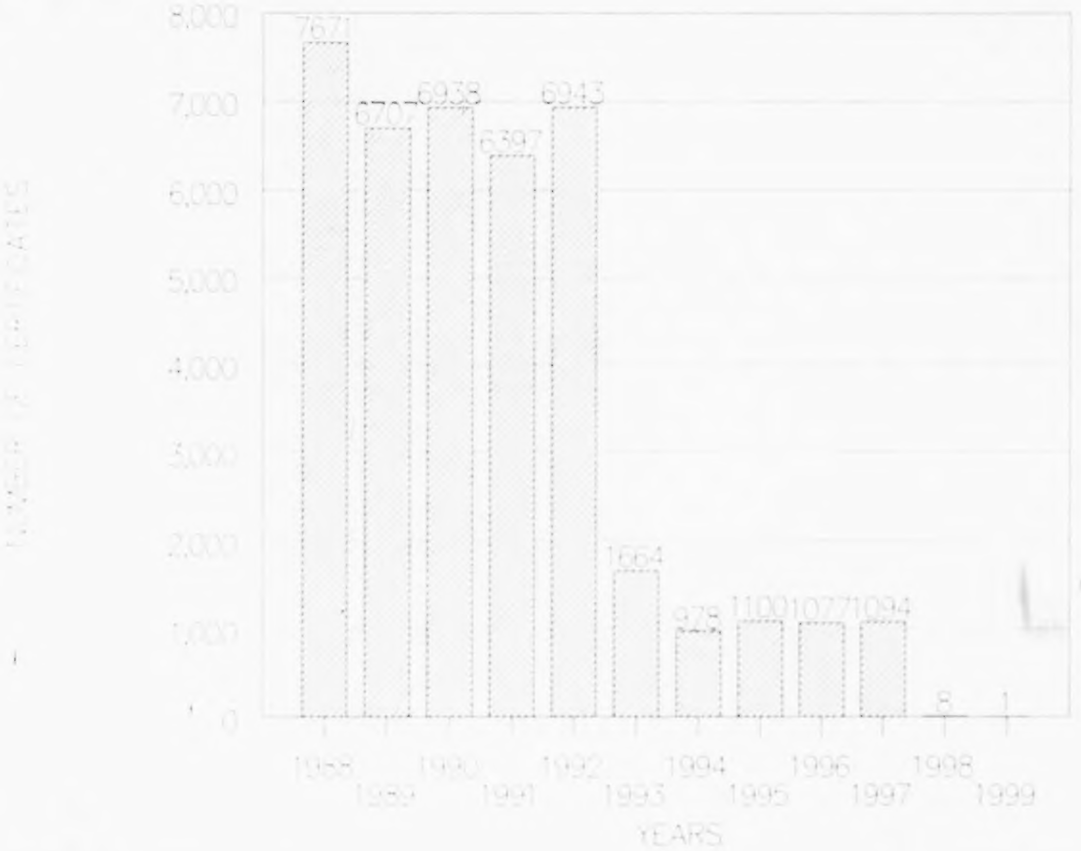


TYPES OF CERTIFICATES

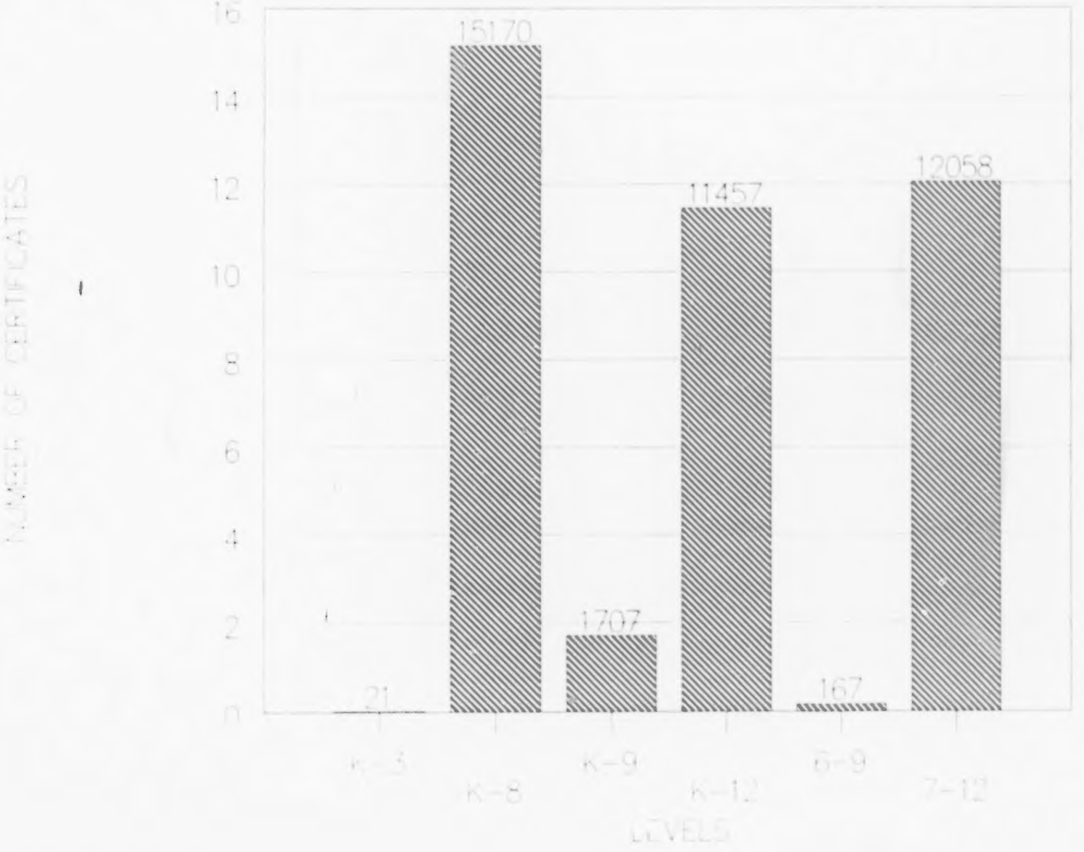


TOTAL 40,580

CERTIFICATES BY DATE OF EXPIRATION



NUMBER OF CERTIFICATES BY LEVEL



MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN

Incoming WATS: 1-800-452-8793; 1-800-452-3561; 1-800-762-7106
Central Office: Cultural Bldg., Augusta; *Floor:* 1, 2 & 3 *Telephone:* 289-3561
Mail Address: Statehouse Station #64, Augusta, Maine 04333

Established: 1837 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 075; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 64 *Legislative Count:* 62
Organizational Units:
Reference and Information Division Library Development Services Division

PURPOSE: The broad goal is consistent with the Library Services and Construction Act and the major functions of the Maine State Library Bureau. This broad goal was developed jointly by the Maine State Library staff, the Maine Library Commission/Library Services and Construction Act Advisory Council, the Maine Library Association, the Maine Educational Media Association and the Maine Library Trustees Association.

This broad goal is as follows: the development and coordination of services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people.

ORGANIZATION: The Maine State Library is a bureau within the Department of Educational and Cultural Services.

During FY 88 the Maine State Library included the two major divisions of Reference and Information and Library Development.

PROGRAM: The program of the Maine State Library Bureau is reported by several components:

Reference and Information. This is a public service activity which maintains a non-fiction collection of over 400,000 library items encompassing a wide variety of subject material to meet the needs of individuals, school, and public libraries and state agencies. This service is provided in person, by telephone, WATS and by mail. Special resources and services include a substantial genealogical collection, the Maine Author Collection, newspaper clipping files, the Governor Baxter papers, the Avery Collection of lumbering photographs, and federal and state documents. On an annual basis, this service circulates over 150,000 books, processes 50,000 in-house reference questions and mails over 13,000 books to school and public libraries. Technical Assistance and Library Information for Maine (TALIMAINE) links Maine with over 300 national and international computer-based data files on a wide variety of subjects. This division also includes Collection Services, which orders and prepares approximately 10,000 new items a year for circulation and is responsible for maintenance and preservation of the collection. Most materials are processed through computerized cataloging systems which produce catalog cards and offers access to holdings of many other libraries. Collection Services also provides over 50,000 sets of catalog cards for approximately 100 public libraries throughout Maine.

Library Development Division. This division provides leadership in the development and coordination of public libraries, school library media centers, regional library districts and area reference and resource centers to meet the library and information needs of the people of the State. Major activities include:

Maine Regional Library Systems. The Maine Regional Library System encourages all types of libraries—public, school, academic and special—to better serve their communities through cooperative efforts among themselves and the Maine State Library. Specific activities include the following: direct state aid to local public libraries; the support of area reference and resource centers which share their resources with nearly 300 libraries throughout Maine, back-up reference help, direct free access to major resource libraries and consultant services to library district councils and individual libraries. Maine libraries complete over 45,000 interlibrary loan transactions annually. This is one of the highest per capita rates in the country.

Handicapped Services. As one of 56 regional libraries in the Library of Congress National Library Service for the Blind and Physically Handicapped, the Maine State Library provides, either directly or through its five sub-regional libraries, recorded books and periodicals and equipment on which to play them to visually handicapped people. Over 140,000 talking books are circulated each year to nearly 3,000 registered borrowers. Other services to the handicapped included the circulation of 36,000 large print items and a reference service relating to all handicaps.

Institutional Library Services. The Maine State Library maintains a consultant service for Maine's nine correctional, mental health and special educational institutions to assist them in developing their library programs and to encourage and facilitate their cooperation with each other as well as with other libraries. The State Library further assists by awarding Federal grants based on, and designed to augment, the institutions' budgeted library programs.

Books-by-Mail Services. Books-By-Mail is a service provided for the approximately 220,000 Maine residents who live in small communities which do not have local libraries. This service is available to adults, juveniles, the housebound, handicapped and working people who may request books from their homes. Selections are made from annotated catalogs which are mailed to individual borrowers. Over 65,000 Books-by-Mail items are mailed annually to over 13,000 rural Maine residents.

Film Services. The Film Services section provides 16mm films to community groups, nursing homes and other institutions through their local public library. Film reference and consultant services are provided for the utilization of film and film programming throughout Maine. In cooperation with the New Hampshire and Vermont state libraries, 1,500 films are available for loan. These films circulate over 13,000 times a year and reach an audience of over 200,000.

Instructional Television. Television programs are acquired through this program and are broadcast over the Maine Public Broadcasting Network and WCBB for use in schools. In addition, schedules and teacher guides are supplied for the schools for each of the scheduled program series. In addition to the broadcast service, more than 21,000 Educational Video Services (EVS) programs are taped annually and distributed to more than 200 school systems and other agencies. Technical and consulting services on the purchase and utilization of television equipment are also available on request.

School Library/Media Services. Federal funds are distributed on a per capita basis to all public schools for the purchase of library and instructional materials and equipment. Workshops, technical services, and consulting services are made available on the utilization and development of libraries and media centers for all schools in Maine. This includes the review of new school library construction.

Information Exchange/Media Services. This service accesses state and national educational computer data bases for solving problems in classroom instruction, program development, proposal writing and other education topics.

PUBLICATIONS:

Downeast Libraries — $5.00

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the bureau of the Budget's PLA-BAC system.

MAINE STATE LIBRARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,223,244	1,191,027			32,217	
Health Benefits	76,556	73,385			3,171	
Retirement	223,183	217,342			5,841	
Other Fringe Benefits	5,588	5,484			104	
Computer Services—State	9,644	8,879			765	
Other Contractual Service	548,471	461,796	2,068		84,607	
Rents	43,219	43,098			121	
Commodities	373,599	254,317	1,899		117,383	
Grants—Subsidies—Pensions	784,320	584,661			199,659	
Buildings and Improvement	5,012				5,012	
Equipment	49,678	17,459			32,219	
Interest—Debt Retirement	2	2				
Transfers to Other Funds	349,335		221		349,114	
TOTAL EXPENDITURES	3,691,851	2,857,450	4,188		830,213	

MAINE LIBRARY COMMISSION

MICHAEL CYR, CHAIRMAN
J. GARY NICHOLS, Secretary

Incoming WATS: 1-800-452-8784
Central Office: Cultural Bldg., Augusta *Telephone:* 289-3561
Mail Address: Statehouse Station #64, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 082; *Citation:* 27 M.R.S.A., Sect. 111
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main function of the Maine Library Commission is to give advice to and make recommendations to the State Librarian and the Commissioner of Educational and Cultural Services with regard to: the policies and operations of the Maine State Library and the State's library program including minimum standards of library service; the apportionment of state aid to libraries; the designation of library districts and their boundaries; the designation of area reference and resource centers; and the designation of research centers. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

ORGANIZATION: The Maine Library Commission, an important feature of the legislation creating the Maine Regional Library System, is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large of whom one is a representative of the disadvantaged. The directors of the area reference and resource centers are ex-officio members.

PROGRAM: The Maine Library Commission held 7 meetings during FY 88. Areas of special interest included the following: state aid to local library units; the sharing of resources among libraries; back-up reference services; direct free access to major resource libraries; and the closing of the Maine State Library due to asbestos contamination.

Other activities of note included the review and recommendations regarding the allocation of state and federal funds.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $1,569 and are, by administrative decision, included with those of the Maine State Library Bureau.

MANAGEMENT INFORMATION DIVISION

JAMES E. WATKINS, JR., DIRECTOR

Central Office: Education Bldg., Augusta *Telephone:* 289-5841
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071M; *Citation:* 20A M.R.S.A., Sect. 202
Legislative Count: 15

PURPOSE: This Division administers the School Finance Act and controls distribution of state subsidies for all school administrative units. Local school accounting and reporting systems are coordinated to provide the basis for State support of local education and accountability of the program.

The program of data processing support includes collection, control, processing, programming, production, and dissemination of financial and statistical data in support of most departmental programs (Teacher Certification, Nutrition, Scholarships, Special Education, Vocational Education, Local Staff Information, etc.) and Legislative, local, and public needs.

Services of the Division are extended to consultative and leadership functions relative to management information for local educational agencies and State agencies.

ORGANIZATION: The Division functions organizationally in two sections: School Finance and Accounting and Data Management.

PROGRAM: The Division's annual production goals were met with completion of all programs. In school finance, the actual distribution of 1987-88 school subsidies was processed and analyses and management information were prepared and distributed for the 1988-89 subsidy program and legislative actions.

The legislative program in school financing, including the submission of actual costs and the Commissioner's funding levels for the subsequent year was prepared in accordance with the School Finance Act of 1985, which became effective on July 1, 1985.

In addition block grants to local school administrative units were distributed to assist their units in complying with state suggested minimum teacher salary of $15,500. Two other block grant programs included the distribution to all municipalities of (1) funds for assistance in implementing the new certification regulations, and (2) funds for general tax relief.

The data processing section's major tasks for the fiscal year were planning for (1) acquisition of a new mini computer, and (2) creation of a strategic data plan.

PUBLICATIONS:

1. Maine Educational Directory
2. Maine Educational Staff
3. Maine Educational Facts
4. Maine School Statistics
5. Public Full-Time Staff Average Salaries
6. April First Census, Students Educated at Public Expense
7. Resident Per Pupil Operating Costs
8. School Finance Act of 1985
9. Elementary & Secondary Tuition Rates
10. State of Maine Accounting Handbook for Local School Systems

The publications listed above are distributed at no cost to recipients.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANAGEMENT INFORMATION DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	370,942	370,942				
Health Benefits	23,303	23,303				
Retirement	68,781	68,781				
Other Fringe Benefits	1,956	1,956				
Computer Services—State	101,872	101,869			3	
Other Contractual Service	98,712	98,712				
Rents	37,638	37,638				
Commodities	-6,783	-6,783				
Grants—Subsidies—Pensions	378,944,719	375,428,667	2,550,370			965,682
Equipment	13,589	13,589				
TOTAL EXPENDITURES	383,940,764	380,424,709	2,550,370		3	965,682

ADVISORY COMMITTEE ON MEDICAL EDUCATION

FRED A. DOUGLAS, DIRECTOR, HIGHER EDUCATION SERVICES

Central Office: One Weston Court, Augusta; *Telephone:* 289-2183
Mail Address: Statehouse Sta. #119, Augusta, Maine 04333
Established: May 1978 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 093; *Citation:* 20A M.R.S.A., Sect. 11807
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Advisory Committee on Medical Education advises the Commissioner of Educational and Cultural Services in the development of a plan for medical education in disciplines not available in the State of Maine. This plan is to include the development of a coordinated mechanism for the administration of the program, the projected number of student seats needed and projected costs in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total amount expended for the purchase of the seats at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in underserved areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

ORGANIZATION: The Advisory Committee on Medical Education consists of 15 members who shall be recommended by the Commissioner to the Joint Standing Committee on Education for its final approval. Members shall be appointed for a 2 year term. In the case of any vacancies or resignations, the Commissioner recommends names to the Joint Standing Committee on Education to fill the vacancies until the expiration of their terms. Membership of the Advisory Committee includes representatives from those health care agencies and associations, public and private, whose activities are relevant to the objectives of the plan, as determined by the Commissioner of Educational and Cultural Services.

PROGRAM: The Advisory Committee on Medical Education is authorized to make recommendations to the Commissioner relative to implementation of the Post Graduate Health Professions Program. Issues under examination focus on access to post graduate medical, dental, optometric, and veterinary doctoral programs in out-of-state institutions; budget recommendations; legislative policy; student indebtedness; and Program impact on the Maine health system in providing access to health care to the people of Maine.

PUBLICATIONS: Status Report — Advisory Committee on Medical Education 1987-88.

FINANCES, FISCAL YEAR 1988: The Advisory Committee on Medical Education has no appropriated funds and, therefore, had no expenditures for FY 88.

STATE MUSEUM BUREAU

PAUL E. RIVARD, DIRECTOR
STEVEN MILLER, Assistant Director

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 073; *Citation:* 20A M.R.S.A., Sect. 202
Average Count—All Positions: 28 *Legislative Count:* 31
Organizational Units:
Administration Division
Research and Collections Division
Design and Preparation Division

PURPOSE: The State Museum is charged in its Declaration of Policy "... to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural background, and to preserve the environmental and cultural richness of the State ..."

The State Museum (Bureau) is responsible for providing a coordinated and integrated system of cultural resources, programs and projects, to encourage and stimulate public interest in the advancement of education and to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level.

ORGANIZATION: In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Game until 1945, when operations were suspended. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and State Archives.

In 1972, as a result of the general reorganization of State Government, the Museum ceased to exist as an independent agency and became the State Museum (Bureau) of the Department of Educational and Cultural Resources (changed to Cultural Services in 1973), under a director appointed by the Maine State Museum Commission with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: During FY 88 the Maine State Museum continued its aggressive program of exhibition development in the Cultural Building. A reorganization of the Museum entrance and lobby area was initiated and work commenced on the new design. The staff participated in the development of plans for a new entrance "canopy" which will enclose the entrance courtyard leading to the Cultural Building.

A new storage facility was readied for the relocation of the museum's stored collection. This new facility, totalling over 12,000 sq. ft. is equipped with storage areas for general collections, archaeology and natural history. Laboratory areas are included for use by the archeologists, and by taxidermists working on the natural history specimens. The majority of the museum's stored collections will be relocated to this new facility during the coming year. Relocation of collections stored at the "Burleigh" building was undertaken during FY 88. Selected members of the staff received worker and management training in asbestos-abatement practices. Utilizing this instruction, the staff cleaned and removed over 4,000 artifacts, and nearly 20,000 specimens from the Burleigh building which was contaminated with loose asbestos fibers. These collections have been moved to the new storage facility.

In concert with this move, the museum has embarked on an aggressive collections cataloging program. After years of delay, the staff has launched an important computerization of its collections records. Several staff changes have assisted in this effort.

The museum was honored by the joint action of the Maine State Senate and House of Representatives. Following the designation of the "Made in Maine" exhibition as one of the outstanding installations of history and technology in the nation, the Legislature voted to issue a proclamation crediting the staff of the museum for its work.

Exhibitions: Five new exhibit installations dominated the museum's exhibitions work during FY 88. Three of these installations were completed during the fiscal year. In August of 1987, the museum opened its new exhibition of Maine logging and lumbering. This installation features the remaining fragments of an 18th century up-down sawmill, and other notable artifacts. A three-minute film depicting the activities of taking lumber from stump to ship runs continuously in this gallery.

In May of 1988, the museum opened a major new installation of Maine gems and minerals, featuring one of the largest Maine tourmaline crystals ever found, and the Peary necklace among a suite of some 40 major specimens. Also in May, the museum opened a new series of exhibit cases introducing the natural history scenes.

Two other exhibit installations were started in FY 88 but not completed. A new gallery featuring a series of Maine wall murals was substantially completed through a major conservation effort. This installation is due to be completed in the fall of 1988. During the spring of 1988, the museum commenced construction of the major installation, "12,000 Years in Maine." This exhibit, which will require some four years of sustained work to complete, features the museum's collections of archeology and ethnography.

Collections: A large number of new acquisitions were added to the collections in FY 88 and these new artifacts and specimens covered the whole range of museum holdings. Important collections of technology, art, natural history and decorative arts were acquired during the year.

Particularly noteworthy among the artifacts added to the history collections were (a) a portion of the stenciled plaster wall from East Holden painted in the early 19th century, (b) a rare spinning "jenny" used in Maine in the 1830's, and (c) two sculling boats. Among the natural history collections, the museum acquired a large selection of dramatic Maine gems and minerals . . . a collection which made possible the opening of a new gems and minerals exhibition.

The collections of ethnographic materials were substantially built through some very important acquisitions. Most noteworthy is a Penobscot woman's "peaked cap," dating from aroung 1850. A rare and most important pair of Penobscot snowshoes was added to the collections, as well as some irreplaceable examples of Maine-documented trade silver. These last items, the snowshoes and the silver, descending in the family of Manly Hardy.

As noted above, the in-coming collections activity was only a part of the activity of the museum's curators during FY 88. The move of a major portion of the collections, and the aggressive development of a computer program for collections management made FY 88 a watershed in the museum's management of collections records. Over 4,000 artifacts were photographed for the first time as part of the cataloging project. Collection records were added to the computer database at an unprecendented rate.

The museum continued to provide items from the collection on loan to Maine institutions, to the region, and in FY 88 this loan outreach program provided international loans as well.

Conservation: The museum's conservation staff was engaged in the move of the collections to a new facility. This work involved not only the handling and cleaning of artifacts, but the preparation of condition reports on all of the objects moved. This was a major survey of the conservation needs in the museum's collection. Their preparation of the wall murals for exhibition involved devising and building a safe method of supporting them in the gallery, the cleaning of the surfaces, repair, and in-painting as was thought prudent. A similar project was undertaken to prepare the stenciled wall fragment for exhibition. In anticipation of the "12,000 Years in Maine" installation, archeological materials, particularly ceramic pottery, have been reassembled, cleaned and prepared for exhibition.

Education: The Museum continued to provide school and visitors services to the people of Maine, and in 1987-88, the numbers of people served continued to increase. Although visitation figures are calculated on a calender year, it can be reported that the spring of 1988 saw the most school children ever to come to the museum in a six-month period. Together with adult visitation, the museum attendance during the first six months of the year was a record-breaking 70,000 people!

LICENSES, PERMITS, ETC.:

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land which is listed on the National Register of Historic Places shall submit a written application for a permit to the Maine Historic Preservation Commission, the Maine State Museum and to the agency controlling the property. (27 MRSA §371-378 inclusive).

PUBLICATIONS:

Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL ECONOMY Facsimile reprint of 1829 edition with biographical introduction. Text only. 469 pp. ISBN 0-913764-00-0	cloth binding	14.00
Sullivan, James: THE HISTORY OF THE DISTRICT OF MAINE Facsimile reprint of 1795 edition with biographical introduction and Osgood Carleton map. 421 pp. ISBN 0-913761-01-9	cloth binding	14.00
Demeritt, Dwight B. Jr MAINE MADE GUNS AND THEIR MAKERS An authoritative, biographical study of Maine gunsmiths, illus. 209 pp. ISBN 0-913764-04-3	cloth binding	22.00
Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE The Maine Catalog, HABS, illustrated. 254 pp. ISBN 0-913764-05-1	perfect bound	8.95
Churchill, Edwin A.: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp. ISBN 0-913764-08-6	perfect bound	2.95
Branin, M. Lelyn: THE EARLY POTTERS AND POTTERIES OF MAINE, Illus. 262 pp. ISBN 0-913764-12-4	cloth binding	22.00
Willoughby, C.C.: INDIAN ANTIQUITIES OF THE KENNEBEC VALLEY Ed. by Arthur E. Spiess. Illus. 160 pp.	cloth binding	22.00
Churchill, Edwin A.: SIMPLE FORMS AND VIVID COLORS — Maine Painted Furniture 1800-1850. Illustrated in color. 120 pp. ISBN 0-913764-15-9	hard cover	25.95
ISBN 0-91376416-7	perfect bound	17.95
Rivard, Paul E.: LION 1987. Illus. 64 pp.		1.50

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE MUSEUM BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	717,319	703,367	13,952			
Health Benefits	44,095	42,902	1,193			
Retirement	133,130	130,600	2,530			
Other Fringe Benefits	3,529	3,422	107			
Other Contractual Service	255,798	238,766	16,502		530	
Computer Services—State	178	178				
Rents	3,004	2,994	10			
Commodities	148,684	123,536	25,148			
Equipment	68,275	68,275				
Transfers to Other Funds	139		3		136	
TOTAL EXPENDITURES	1,374,151	1,314,040	59,445		666	

MAINE STATE MUSEUM COMMISSION

RICHARD N. BERRY, CHAIRMAN

Central Office: Cultural Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 085; *Citation:* 27 M.R.S.A., Sect. 82
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Museum Commission was established to formulate policies and exercise general supervision over the State Museum; to make recommendations to the Legislature, as necessary, to improve the functions of the Museum; and to delegate powers necessary for the administration of laws relating to the State Museum.

ORGANIZATION: The Maine State Museum Commission consists of fifteen members, especially qualified and interested in the several fields of museum activity, appointed by the Governor for terms of six years.

The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. Standing committees work with the director in the continuing development of long range plans in the following areas: acquisitions/conservation, legislative/finance/building, community relations/liaison, fine arts, publications, and programs/exhibits.

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, the Commission serves as the appointing authority of the Museum Director with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: The Maine State Museum Commission held meetings during FY 88.

All gifts, bequests, and other donations offered the Maine State Museum and recommended by the Museum's professional staff were formally and legally accepted on behalf of the State. The Commission also reviewed and approved purchases of artifacts for the Museum's permanent collections. Staff recommendations for deaccessioning of items not pertinent to the collections of the Museum were considered and upon approval were disposed of in a manner consistent with the Museum's policy.

The Commission reviewed and approved the budget and programs submitted by the Museum Director. Priority was established on obtaining full climate control for the Museum's new exhibit area on the lower level.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the State Museum Bureau.

OFFICE OF PERSONNEL

ALAN YORK, Personnel Manager

Central Office: Education Bldg., Augusta *Telephone:* 289-5821
Mail Address: Statehouse Sta. #23, Augusta
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071P; *Citation:* 20A M.R.S.A., Sect. 202
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The purpose of this office is to provide a complete range of personnel services for all areas in the Department of Educational and Cultural Services.

ORGANIZATION: This office has two positions: the Personnel Manager and a Clerk Typist III.

PROGRAM: The MDECS Office of Personnel continued to provide a wide range of personnel related services to the Department's employees. With a decentralized system of personnel management (one or more employees at each of seven locations is responsible for coordinating personnel activities) the communication of personnel information, forms, procedures, etc., becomes a primary responsibility. Also, labor relations activities (contract negotiations, handling of informal and formal employee grievances, interpretation of five different State-Union contracts) require continuous attention. The decisions which can have significant consequences to individual employees and their work life are continuously assessed, explained and implemented with the assistance of the MDECS Office of Personnel.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

BUREAU OF SCHOOL MANAGEMENT

DR. DAVID W. BROWN, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-5902
Mail Address: Statehouse Sta. #23, Augusta
Established: 1974 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071S; *Citation:* 20A M.R.S.A., Sect. 202
Legislative Count: 25

PURPOSE: The purpose of the Bureau is: 1) To administer the Bureau consistent with policies and procedures established by the Commissioner, the State Board of Education and statute. 2) To help provide Maine children with school facilities conducive to learning. 3) To help provide for the health, safety and welfare of children riding Maine school buses in the most efficient manner. 4) To help provide nutrition education and to provide for the basic nutritional needs of Maine children participating in the school lunch program. 5) To provide for the education of children in Maine's Unorganized Territory. 6) To provide administrative activities for a variety of student financial aid and licensing programs relating to higher education in Maine. 7) To maintain and enhance the quality of education and training provided to veterans and eligible dependents.

ORGANIZATION: This Bureau was administratively created by the Commissioner in 1974 as part of a reorganization prompted by the Maine Management and Cost Survey.

The Bureau consists of six divisions to include: School Operations, School Nutrition and Food Distribution, Transportation/Driver Education, School Facilities, Higher Education, and Military and Veterans Education.

PROGRAM:

Division of Higher Education Services. The Division provides many and varied services to and for the public, private, and proprietary post-secondary educational institutions in the State of Maine.

The Division carries out procedures established to respond to requests from postsecondary institutions seeking legislative authorization to confer a degree which was not part of any prior authorization. The Division also processes requests from out-of-state institutions which seek to offer academic credit courses or programs in Maine with final approval granted or denied by the State Board of Education. Application forms and copies of procedures, rules and regulations are provided through the Division.

The Division administers the Postgraduate Health Professions Program which is designed to assist Maine resident students in gaining access to selected health professions schools. Qualified Maine students are able to obtain a specified number of seats/spaces at the University of Vermont College of Medicine; the Tufts University Schools of Medicine, Dentistry, and Veterinary Medicine; the University of Pennsylvania School of Veterinary Medicine; the New York State College of Veterinary Medicine at Cornell; and the New England College of Optometry.

The Maine Student Incentive Scholarship Program (MSISP) is administered by the Division. This is a direct grant program of financial aid made available to Maine residents who attend post-secondary school in eligible schools in Maine and New England. It is based on financial need as determined by a statutory formula including the cost of attendance at the school and the student's available financial resources. Applications for program participation must be made by May 1 by completing and filing a Financial Aid Form. The funds available to eligible applicants come from both state and federal sources.

A major function of the Division concerns the operation of the Maine Guaranteed Student Loan Program, the Maine Guaranteed Parental Loan Program, and the Supplemental Loan for Students Program. Although much of the direct administration is provided by the United Student Aid Fund through a contract with the State of Maine, much direct activity with local lenders is conducted through the Division. Policies, rules, and regulations are developed for approval action by the State Board of Education. Lender workshops are conducted by Division staff and assistance is provided student borrowers and parents. Current information concerning revisions in Federal laws and other items of interest are provided to lenders via a newsletter distributed quarterly.

The division administers certain federal assistance programs for Maine postsecondary institutions. Currently the only program for which funds are available is Title II—Education for Economic Security Act through which funds are provided for approved projects from postsecondary institutions to improve instruction in mathematics and science in Maine elementary and secondary schools.

All academic records of students' attendance at postsecondary schools which are now closed are maintained by the Division. These records are preserved for historic purposes, as well as being made available to an individual student upon request. A student desiring a copy of his transcript must submit a request and a small processing fee. Copies of the original transcript are made, embossed with Department of Educational and Cultural Services seal, and sent to the student or to a school as requested.

State statutes require that any proprietary school conducting trade, industrial, occupational, vocational, business, or technical courses which operates or solicits in Maine shall be licensed. Correspondence schools which solicit or sell in Maine any correspondence course shall be licensed under a certificate of approval for such operation. These statutory responsibilities are carried out by the Division.

Individuals who have had either National Defense or National Direct Student Loans may have all or part of the loans forgiven by teaching in a school which has a high concentration of low income families. The identification of eligible schools and the providing of information about how to obtain the cancellation is a function of the Division.

State funds are made available to eligible osteopathic medical students as loans to assist in meeting the cost of their professional preparation program. These monies are provided through the Maine Osteopathic Loan Fund which was created by state statute and its administration is a function of this Division.

The licensing of cosmetology and barber schools is a function of the Division as a result of statutory changes. Schools apply for a license; an evaluation team makes an on-site visit to determine the school's compliance with established rules; and if compliance is found, a license is issued. Licenses are valid for one year and annual follow-up is done concerning requests for renewal.

The Congressional Teacher Scholarship Program is a federal program providing financial aid to high academic achieving Maine students who plan to enter the teaching profession and this is administered by the Division. Another federal program administered by the Division is the Robert C. Byrd Honors Scholarship Program through which funds are provided to eligible graduating high school seniors to help defray costs of their first year of postsecondary study.

Division of School Operations. The Division of School Operations is responsible for the education of all children residing in the Unorganized Territories of Maine. This includes the administration of seven elementary schools (Blaine School in Rockwood, Brookton Elementary, Connor Consolidated, Edmunds Consolidated, Kingman Elementary, Patrick Therriault School in Sinclair, and the Benedicta School) with an aggregate enrollment of nearly 310. Additionally, 1,050 students in K-12 are tuitioned and transported to local school systems. The Division employs a staff of 67, including principals, teachers, teacher-aides, cooks, janitors, and bus drivers. Twenty-five buses are owned by the Division, and private conveyors are also employed to transport students in the most remote areas. Implementation of a five-year construction plan developed in school year 1986-1987 resulted in the construction of new multi-purpose rooms at Edmunds and Brookton schools as well as a new multi-purpose room at Kingman School.

Division of School Nutrition and Food Distribution. Division of School Nutrition and Food Distribution Programs administers, supervises, provides funding and distributes commodity food to food service programs in public and private schools, residential child care, institutions, summer recreational sites, summer camps, child care programs, soup kitchens, elderly feeding programs, public and private institutions.

During the 1988 fiscal year, the Division reimbursed $13,773,394 in Federal and State funds to schools and other sponsors for serving nutritious meals to children. Meals subsidized in whole or in part during the year were:

19,752,403 school lunches
1,424,422 school breakfasts
22,969,466 half pints of milk were served

The Division, through private transportation networks, distributed 9,520,952 pounds of United States Department of Agriculture commodity foods valued at $5,788,318 for feeding Maine citizens.

Working with an advisory council of school administrators, the Division provided 75% of the funding for the purchase of food service equipment to improve or upgrade public school food service programs with $90,000 of State matching funds.

The Division also administers the Nutrition Education and Training Program targeted to educators and food service personnel. Funding is used to provide adult education courses throughout the State, on-site workshops, regional training sessions and a statewide training program at the University of Maine at Orono in August. Maine is a minimum grant state receiving a $50,000 federal training grant for Nutrition Education and Training.

The Division reviews plans and equipment specifications for construction of or renovation to school feeding facilities.

The Division staff members assist local feeding programs to improve service, meet Federal and State standards, implement financial systems and to determine compliance with established rules and regulations.

Division of School Facilities. This division is the approving agency for all major school construction in Maine. In addition, it is responsible for the school leasing program, the energy retrofitting program in schools and the Maine School Building Authority.

Division of Military and Veterans Education: During Fiscal Year 1988, the State Approving Agency for military and veterans education and training programs continued to work with officials of schools and job training establishments to maintain and enhance the quality of education and training provided to military personnel, veterans and their eligible dependents.

The Division conducted a wide range of program approval and supervisory activities with approximately 86 institutions of higher learning, schools that offer non-college degree programs and off-campus branches of these institutions. In addition, the Division was involved in approval and supervisory activities with approximately 30 training establishments which offer one or more on-the-job training programs. There were approximately 1,700 veterans and eligible dependents participating monthly in education and training programs throughout the fiscal year. They brought approximately $7,500,000 into Maine through the receipt of Veterans Administration Educational Benefits.

The staff of the Division have been very active in related national and state activities. The Director of the Division serves in a number of official positions in the National Association of State Approving Agencies. He also is a member of a national level Commission to Assess Veterans Education Policy and serves as chair of the recently formed Advisory Council on Education of the Military in Maine. Additionally, Division staff have been very active in the enhancement of voluntary education programs for Maine's active duty, National Guard and Reserve personnel.

Division of Transportation, Driver Education and Safety. The Division provides Driver Education program approvals and assistance to secondary schools. Approved programs were offered by 69 schools which issued completion certificates to 4,361 students. This does not include summer courses as the school year is not complete.

One hundred thirty-nine (139) school bus purchase approvals were issued and the expenditure of $5.0 million in school bus purchases and bus note payments were certified for the fiscal year.

LICENSES, PERMITS, ETC.:

Division of Transportation, Driver Education and Safety:
Restricted Instruction Permit
Driver Education Course Completion Certificate

PUBLICATIONS:

Maine Nutrition Education Needs Assessment (From state-wide assessment) 1979-1980 Technical Report. (Free — receive copy from State Depositories)

Resource Guide of Nutrition Education Annotated Bibliography (Free—receive copy from State Depositories)

Breakfast Brochure (Advertising Brochure)
School Nutrition Action Program (Advertising Brochure)
State of Maine Pupil Transportation Laws — Free
State of Maine Uniform Bus Standards—Free
Secondary School Driver Education Programs—Free

We have a small collection of school bus safety films. There is no charge for use of these films, but return postage must be provided by the borrower.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATIONAL AND CULTURAL SERVICES

BUREAU OF SCHOOL MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,943,497	1,342,249	205,662		395,586	
Health Benefits	150,102	105,248	12,859		31,995	
Retirement	343,374	235,840	37,287		70,247	
Other Fringe Benefits	14,001	9,685	1,142		3,174	
Computer Services - State	592	329	1		262	
Other Contractual Service	4,492,013	3,655,171	94,868		741,974	
Rents	33,741	19,851	13,440		450	
Commodities	114,475	110,278	2,782		1,415	
Grants - Subsidies - Pensions	20,661,965	3,520,019	1,333,189		14,918,913	889,844
Buildings and Improvements	349,735	349,735				
Equipment	129,666	120,089	178		9,399	
Interest - Debt Retirement	20	16	4			
Transfers to Other Funds	218,179	160,000	15,127		43,052	
TOTAL EXPENDITURES	28,449,380	9,628,530	1,714,739		16,216,267	889,844

EMPLOYMENT REHABILITATION ADVISORY BOARD

ROGER MARR, CHAIRMAN

Central Office: Deering Bldg., A.M.H.I. *Telephone:* 289-3751
Mail Address: State House Station 27, Augusta, Maine 04333
Established: 1986 *Sunset Termination Scheduled to Start by:* July 1, 1988
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 492; *Citation:* 39 M.R.S.A., Sect. 89
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the Chairman of the Workers' Compensation Commission and the Administrator of the Office of Employment Rehabilitation regarding the purposes of the rehabilitation statute.

ORGANIZATION: Nine members, appointed by the Governor, representing employees, employers, and the public. Meetings are held monthly in various locations around the state. Administrative and clerical support provided by Office of Employment Rehabilitation.

PROGRAM:

The Rehabilitation Advisory Board has met monthly since its creation to discuss the rules and procedures of the rehabilitation system, to educate and obtain feedback from the public, and to give advice and counsel to the Administrator and the Chairman of the Commission.

FINANCES, FISCAL YEAR 1988: The expenditures for this unit are, by administrative decision, included with those of Office of Employment Rehabilitation.

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

COCO HIRSTEL, CHAIRMAN
RONALD F. HANSON, Executive Secretary

Central Office: 32 Winthrop St., Augusta — *Telephone:* 289-3260
Mail Address: 32 Winthrop St., Augusta, Maine 04330 — 289-3094 (TTY)

Established: 1969 — *Sunset Termination Scheduled to Start by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 334; *Citation:* 26 M.R.S.A., Sect. 799

Average Count—All Positions: ½ — *Legislative Count:* 0

PURPOSE: The Committee conducts an on-going program to promote employment of disabled persons. In carrying-out this function the Committee works with employers, public and private agencies, the community and consumers to identify needs and resources that affect employment opportunities for disabled citizens. The Committee is also charged with the provision of technical assistance as it relates to architectural barrier removal and to be advocates for people with disabilities on issues which interfere with equal opportunity for employment.

ORGANIZATION: The Maine Committee provides a state program in cooperation with the President's Committee on Employment of People With Disabilities, which was established by an Act of Congress in 1947.

The Maine Committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the Governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. This legislation was amended by the 111th Legislature based on recommendations of the Audit and Program Review Committee. The Committee is composed of 18 members appointed by the Governor to 3 year terms.

PROGRAM:

The Committee is charged with the responsibility of informing the public on the laws and regulations relating to architectural barriers. To that end, voluminous materials are mailed to various individuals/organizations on issues such as laws on accessibility, application for motor vehicle plates/placards for the handicapped driver/occupant, laws both federal and state.

The Committee reviews legislative proposals affecting the rights of people with handicaps, offers testimony, and introduces legislation to enhance the quality of life of Maine's citizens with disabilities.

In addition, the Committee provides technical assistance to employers on job site modifications. And, through the slide/tape presentation on the Job Accommodation Network (JAN) employers are informed of how they can access national computerized assistance for job site modification.

The Committee provides employer awareness training to any employer interested in learning about the benefits of hiring the disabled while dispelling the myths and stereotypes around disability.

To accomplish the many goals of the Committee, monthly and semimonthly meetings were held along with various meetings of sub-committees. The Committee also spearheaded the Blaine House Tea to honor and commemorate the kickoff of National Employment of the Handicapped Week. Keynoting this meeting was Richard Shepard from P.C.E.H.

Thousands of materials (parking ticket reminders, Maine Law on Barrier Removal) were distributed.

GOALS FY '89:

(1) To develop a legislative package of new and revised laws which will increase the opportunities and the rights of the handicapped.

(2) To conduct a workshop for employers in the Spring of 1989 which will provide education to employers on how easy it is to hire the handicapped.

(3) To increase employment opportunities by using print and electronic media.

(4) To conduct handicapped awareness training for Maine's 100 largest employers.

LICENSES, PERMITS, ETC.:
International Symbol of Access

PUBLICATIONS: The only publications that the Governor's Committee publish are:
1. Parking Reminders
2. Maine Laws on Accessibility

The following are available at no charge:
1. Job Accommodation Network (JAN)
2. Maine's Laws on Architectural Accessibility (This is being revised.)
3. Employer Guide: Simple Steps to Job Accommodation

These publications are available free from the President's Committee on Employment of the Handicapped or through Maine's Governor Committee upon request.

FINANCES, FISCAL YEAR 1988: The expenditures for this unit are included with the Bureau of Rehabilitation, Department of Human Services.

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

CAROLYN M. MANSON, Office of Energy Resources

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333
Established: September 14, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 347; *Citation:* 10 M.R.S.A., Sect. 1414

PURPOSE: The Advisory Council oversees the development and implementation of the Energy Efficiency Building Performance Standards as required under 10 MRSA Chapter 214. The Council must approve all standards and amendments thereto adopted by the Director of the Office of Energy Resources pursuant to that chapter. The Advisory Council was inactive during 1987-88. The mandatory Energy Efficiency Standards proposed and enacted by the 2nd Regular Session of the 113th Legislature were written into the statutes and required no action by the Advisory Council. On June 22, 1988, Governor McKernan re-constituted the Advisory Council and appointed six new members, and reappointed two members.

ORGANIZATION: The members are as follows: A. Neil Finlayson, Professional Engineer; Winton F. Scott, Jr., Professional Architect; Sheldon S. White, Jr., Non-Residential Building Contractor; Ken McAfee, Banking Industry Representative; J. Richard Martin, Industry Representative; Robert L. Buck, Elected Official; Donald Grant, Building Inspector; Jay LeGore, Residential Building Contractor; William Burney, Elected Official; and George Cyr, Commercial Community Representative.

PROGRAM: The Council was appointed in early 1980 and held its first meeting on January 29, 1980. After four additional meetings, the Council gave interim approval to the standards presented by the Office of Energy Resources staff. The Standards approved by the Council were delivered to the Energy and Natural Resources Committee of the Legislature for review. Following this, the Council gave final approval to the Energy Efficiency Building Performance Standards and they were adopted in July, 1980. The recommendations focused on energy education for builders, bankers, real estate licensees and the public. Publications for lumber dealers on energy efficiency were distributed and numerous workshops were conducted. The 112th Legislature enacted legislation that calls for the updating of the energy standards and made them mandatory for publicly-funded buildings. The Council worked with the OER staff and an appointed Task Force and achieved this objective by January 1, 1987. Building Standards for publicly funded buildings were approved by the Council in December 1986 and became law on January 1, 1987.

The Council on Energy Efficiency Building Performance Standards completed its revision of the Maine Voluntary Energy Efficiency Building Standards in December of 1986. The Building Standards were updated to reflect changes necessary for the implementation of the Mandatory Standards for Publicly Funded Buildings (10 M.R.S.A. Section 1415-B) which became effective on January 1, 1987.

The Mandatory Building Standards for Publicly funded Buildings requires that towns submit "Notice of Intent to Comply" forms with the OER. Notice of Intent forms are filed with the town by the owner of any new construction or substantial renovation projects which are subject to the mandatory standards. Enforcement of these standards is the responsibility of the OER.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEAN C. MARRIOTT, COMMISSIONER
ELIZABETH ARMSTRONG, Deputy Commissioner

Telephone: 289-2811
Central Office: AMHI, Ray Building *Incoming WATS line:* 1-800-452-1942
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096; *Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: Not provided *Legislative Count:* 119.5

Organizational Units:

- Board of Environmental Protection
- Bureau of Air Quality Control
- Bureau of Land Quality Control
- Bureau of Oil and Hazardous Materials Control
- Bureau of Water Quality Control
- Bureau of Solid Waste Management
- Bureau of Administration

PURPOSE: The Department of Environmental Protection is charged by statute with the protection and improvement of the quality of our natural environment and the resources which constitute it, and the enhancement of the public's opportunity to enjoy the environment by directing growth and development which preserves for all time an ecologically sound and aesthetically pleasing environment. The Department will advocate programs and regulatory decisions that contribute to the achievement of this mission.

In pursuing this mission, it is the policy of the Department to treat its employees and the public with courtesy, respect and consideration and to be fair and honest in its dealings, and to be mindful of the special qualities that make Maine a unique place to live and work.

The Department, through authority vested in the Commissioner and the Board of Environmental Protection, exercises the police powers of the state to prevent the pollution of the natural environment. It recommends to the Legislature measures for elimination of environmental pollution; grants licenses, and initiates enforcement actions. Its staff negotiates agreements with federal, state and municipal agencies, administers laws relating to the environment and exercises whatever other duties that may be delegated by the Board.

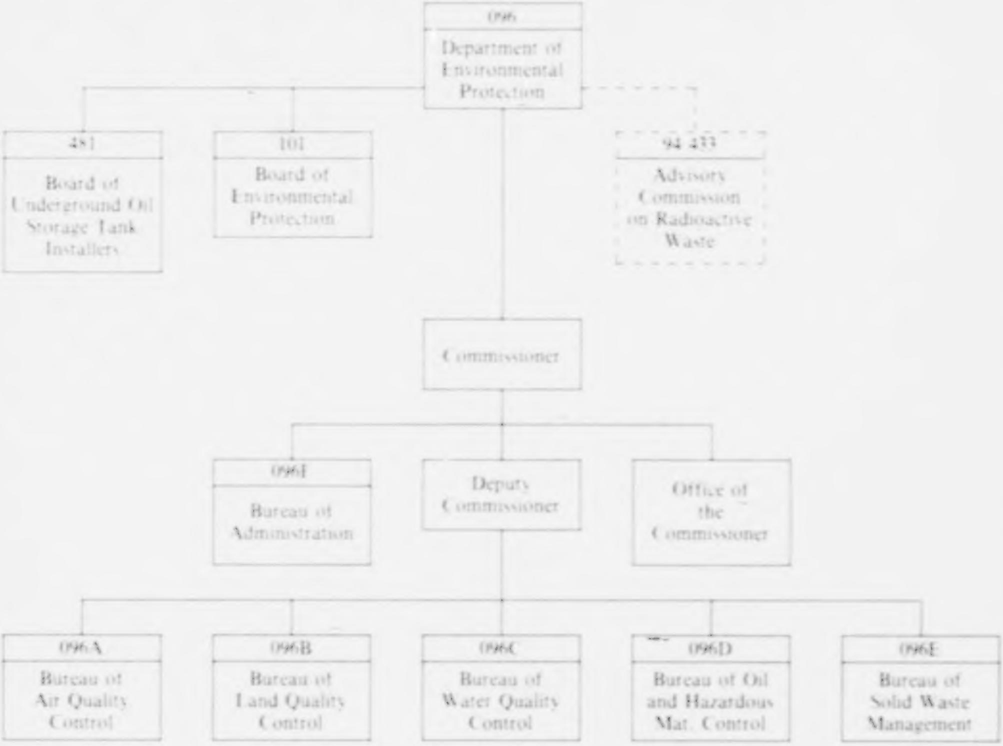
ORGANIZATION: The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollution and to prevent pollution of waters used for recreational purposes in the state. In 1951, it was renamed the Water Improvement Commission. The Commission was renamed the Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution. That title was shortened to Environmental Improvement Commission in 1969.

On July 1, 1972, the Commission became the Board of Environmental Protection (BEP) and a new Department of Environmental Protection (DEP) was created, consisting of the Bureaus of Air Quality Control, Land Quality Control and Water Quality Control. A Bureau of Oil and Hazardous Waste Control was added in 1980, and a Bureau of Solid Waste Management was added in 1988.

The Board consists of ten members appointed by the Governor, for terms of four years. The Board, the Commissioner, the Deputy Commissioner and the Office of the Commissioner form the Executive Branch of the Department. The Board presides over public hearings and makes findings of fact and orders on projects which are not delegated to the Commissioner, reviews staff recommendations and licensing decisions, serves as an appeals body for environmental decisions and promulgates rules and policies interpreting the statutes administered by the Department.

The Commissioner is the Chief Executive Officer for the Department and also serves as a liaison between the Board and the staff. The Deputy Commissioner is the Chief Operating Officer for the Department and is responsible for coordination of the day-to-day operations of the Department's line bureaus and the regional offices.

ORGANIZATIONAL CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06


096
Department of Environmental Protection
481
Board of Underground Oil Storage Tank Installers
101
Board of Environmental Protection
94 433
Advisory Commission on Radioactive Waste
Commissioner
096F
Bureau of Administration
Deputy Commissioner
Office of the Commissioner
096A
Bureau of Air Quality Control
096B
Bureau of Land Quality Control
096C
Bureau of Water Quality Control
096D
Bureau of Oil and Hazardous Mat. Control
096E
Bureau of Solid Waste Management

Approved by the Bureau of the Budget

ORGANIZATIONAL CHART FOR FY 88
DEPARTMENT OF ENVIRONMENTAL PROTECTION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,831,866	2,971,798	1,582,306		2,277,762	
Health Benefits	387,676	155,878	95,766		136,032	
Retirement	1,234,847	534,077	289,065		411,705	
Other Fringe Benefits	47,859	16,073	12,629		19,157	
Computer Services—Comm	296				296	
Computer Services—State	81,607	21,182	48,493		11,932	
Other Contractual Service	3,852,049	800,909	1,632,869		463,826	954,445
Rents	37,952	15,107	16,371		6,399	75
Commodities	308,517	74,605	192,965		40,558	389
Grants—Subsidies—Pensions	8,829,443	62,494	372,990		214,650	8,179,309
Equipment	512,909	52,167	378,365		82,377	
Interest—Debt Retirement	135	77	50		8	
Transfers to Other Funds	215,531		113,133		102,398	
TOTAL EXPENDITURES	22,340,687	4,704,367	4,735,082		3,767,100	9,134,218

The Commissioner and Deputy Commissioner represent the Department before the Governor, the State Legislature, special and public interest groups, and the media and also at special meetings and workshops which pertain to the Department's function. They are also responsible for administrative decisions not delegated to staff.

The newly formed Office of the Commissioner was created to provide assistance to the Commissioner and Deputy Commissioner in carrying out their day-to-day responsibilities. The office is divided into three sections: a Legislative Unit, a Public Affairs Unit, and a Policies and Procedures Unit. The Legislative Unit coordinates the drafting of departmental legislation and testimony and acts as a liaison between the Department and the Governor's Office and the Legislature. The Public Affairs Unit coordinates public hearings and workshops, provides news releases and environmental material for the media, provides speakers and audio-visual programs, publishes a Department newsletter and edits and distributes pamphlets and brochures. This unit also operates and maintains a technical source library. The Policies and Procedure's Unit does bureau policy implementation, tracking and management. The Office as a group is also responsible for coordinating inter- and intra-departmental issues and special projects as needed by the Commissioner and the Deputy Commissioner.

Also located in the Office of the Commissioner is the Office of Quality Assurance. Newly created, FY 89 will be its first year of activity. During its inaugural year, the Office will oversee the completion of the Laboratory's Quality Assurance plans and consolidate and document bureau field-work quality assurance activities. Management of the Department's Quality Assurance Program Plan willLbe a major responsibility. Initial investigations into a foreign-laboratory certification plan will be conducted.

PROGRAM: The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the individual bureaus. Support services are provided to the Department by the Bureau of Administration in the areas of the Budget and Finance, Human Resources, Computer Services and Laboratory Services.

The Division of Budget and Finance provides centralized financial management for the Department. It is responsible for coordinating grant development and tracking, developing the Department's budget, performing financial analysis and reporting to the program bureaus, and provides for the acquisition of supplies, equipment and special services.

The Division of Human Resources is responsible for overall management of the Department's personnel program, including payroll functions, personnel data management, administration of an employee performance evaluation program, employee information, position classification reviews, recruitment activities, and a comprehensive employee training program.

The Division of Computer Services is divided into two units: data entry/computer operations, and systems and programming. Together, these units provide centralized data/word processing support for the whole Department.

The Division of Laboratory Services is the primary source of chemistry expertise for the Department. Division staff are involved with developing standards for ambient and point sources, design and execution of experiments, permit and contract review and general consultation to all divisions and programs where needed. The laboratory is fully instrumental and performs a full spectrum of analyses to meet the needs of the Department.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection is the legal authority of the Department and, as such, is ultimately responsible for issuing all permits and licenses.

PUBLICATIONS:

Protecting Your Lake, A Citizen's Guide to the Great Ponds Act.
Protecting Your Coastal Wetlands, A Citizen's Guide to the Wetlands Law.
Cleaning Up the Water, Private Sewage Disposal in Maine.
Sludge: The Resource of Wastewater.
Wastewater Treatment Grants.
Clean Water: Our Precious Resource.
The Air Around Us.
Disposal by Incineration
EnvironNEWS, monthly bulletin containing reports on current environmental issues.
All are free.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ENVIRONMENTAL PROTECTION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	544,116	42,937	501,179			
Health Benefits	34,131	2,659	31,472			
Retirement	98,500	7,885	90,615			
Other Fringe Benefits	4,034	153	3,881			
Computer Services—State	3,428		3,428			
Other Contractual Service	158,849	16,786	142,063			
Rents	1,997		1,997			
Commodities	12,834	405	12,429			
Grants—Subsidies—Pensions	139		139			
Equipment	60,735		60,735			
Interest—Debt Retirement	3		3			
Transfers to Other Funds	24,470		24,470			
TOTAL EXPENDITURES	943,236	70,825	872,411			

BUREAU OF ADMINISTRATION

SANDRA TATE, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2691
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: April 28, 1988 *Sunset Review Required by:*

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096F; *Citation:* 38 M.R.S.A., Sect. 342

Average Count—All Positions: *Legislative Count:* 17

PURPOSE: The purpose of the Bureau of Administration is to provide support services to the Department. Areas of support services include: Laboratory, Computers, Budget & Finance, Human Resources, Space Management and Planning, and Administration Support for rulemaking.

ORGANIZATION: Up until April 1988, the support services were administratively connected to the Deputy Commissioner and Laboratory support was located in the Bureau of Water Quality Control. In April 1988, all support services were combined under the Bureau of Administration. The Administration Bureau is comprised of 5 units or divisions: Human Resource Division, Office of Budget and Finance, Computer Services, Laboratory Services and Clerical Unit.

PROGRAM:

Computer Services Division. This division consists of 5 units: data entry/computer operations, systems development, EPA based systems, systems software, and micro computer support, providing centralized word/data processing support for the department. The data entry/computer operations unit provides: data entry, work processing, response to user request for assistance, computer hardware preventative maintenance, and batch job processing. The systems development unit provides: project management control, systems analysis, design and implementation, documentation, and training support. This unit is also utilized by senior management for special projects. The EPA support unit provides: coordination/long range planning, application development, problem resolution/tracking, and training for all EPA based systems such as AIRS, PCS, STORET, BIO-STORET, GICS and RCRIS. The micro computer support unit provides: coordination/long range planning, research and development, application development, maintenance, network administration, and training support for all users of micro computers. The systems software unit provides: operating system support/maintenance, research and development, communications planning/support, hardware maintenance, and disaster recovery planning for all systems resident on the departments mini computer and the State's mainframe computers.

Division of Budget and Finance. This division is comprised of two units—Budgets and Finance. The Budget Unit is responsible for grant development, tracking and reporting along with financial and management reporting. The Financial Unit provides centralized accounting, fiscal and purchasing services and is responsible for managing, controlling and reporting fiscal activities of the department in accordance with statutory and regulatory requirements and generally accepted accounting principles. Both units work closely together on all activities involving department budgetary and fiscal operations.

Laboratory Services Division. The division is the primary source of chemical and bacteriological data for the program bureaus of the Department. It is a full-service laboratory with the capability to meet most all the analytical needs of the Department. The inorganic analytical section is capable in trace metal and ultra-low-level nutrient analysis as well as ordinary wastewater analysis. The organic section is well equipped to determine "priority pollutants" in all matrices as well as fuel oil and gasoline hydrocarbons. Furthermore, the section is developing a unique specialty in the identification of trace contaminants in tissue. Staff from both sectons are also available for consulting with all program bureaus.

Support Services Unit. This unit is responsible for clerical support to the Bureau of Administration and the Office of the Commissioner. These services consist of general clerical practices. The unit also acts as the contact with the Secretary of State and Attorney General's Office in regard to rulemaking. The unit is also responsible for the 800 line, maintaining the access list to Ray Building, departmental ID cards, regulations, newsclips and LD distribution.

Human Resource Unit. This unit is responsible for employee benefit administration, labor relations, staff development and training, and provides a wide range of services to departmental Bureaus, including, creation of positions, recruiting, and filling of vacancies. In addition, it serves as the agency reservoir for knowledge concerning all federal laws, state laws, rules and regulations which govern and control employment practices and activities.

PUBLICATIONS:

Rulemaking Update Service: includes complete set of current rules and a year's update of new rules as adopted by the Department; cost is $50 per year.

Complete set of Current Rules: $30 per set.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	954,636	541,931	164,957		247,748	
Health Benefits	56,548	25,145	12,505		18,898	
Retirement	165,372	89,700	30,783		44,889	
Other Fringe Benefits	5,592	2,658	952		1,982	
Computer Services—State	16,901	3,881	6,998		6,022	
Other Contractual Service	252,177	236,440	9,998		5,739	
Rents	4,567	3,559	130		878	
Commodities	19,789	14,084	4,487		1,218	
Grants—Subsidies—Pensions	138		138			
Equipment	48,619	21,738	26,881			
Interest—Debt Retirement	13	13				
Transfers to Other Funds	14,674		6,540		8,134	
TOTAL EXPENDITURES	1,539,026	939,149	264,369		335,508	

BUREAU OF AIR QUALITY CONTROL

DENNIS KESCHL, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2437
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096A; *Citation:* 38 M.R.S.A., Sect. 581
Average Count—All Positions: 38 *Legislative Count:* 15

PURPOSE: The Air Quality Control Bureau exists to carry out state air pollution law and the Federal Clean Air Act Amendments of 1977.

ORGANIZATION: Three divisions compose the Air Quality Control Bureau: the Division of Air Quality Services, the Division of Technical Services, and the Division of Licensing and Enforcement.

PROGRAM:

Field Services. The quality of Maine's air is judged by the amounts of "criteria" air pollutants present. The criteria pollutants are: total suspended particulate matter, sulfur dioxide, carbon monoxide, nitrogen dioxide, hydrocarbons, ozone and lead.

Listed below are the numbers of permanent monitoring network sites operated by the Bureau.

Permanent Statewide Network Sites: Number of Sites
19 Total Suspended Particulate
4 Sulfur Dioxide (continuous)
2 Oxides of Nitrogen (continuous)
10 Ozone (continuous)
5 Lead
1 Carbon Monoxide (continuous)
0 Hydrocarbon (continuous)
7 Fine particulates

Industrial Statewide Monitoring Sites: Number of Sites
31 Total Suspended Particulate
14 Sulfur Dioxide (continuous)
9 Fine Particulate
1 Ozone
2 Lead

In addition to data collected by the Bureau, many industries are required to operate private ambient air monitoring programs and submit data to the Bureau. The Bureau supports these programs by conducting independent audits and performance checks to provide a high degree of quality assurance on all air quality data being generated within the state.

The data collected from these sites, including an analysis of trends and summary of violations of ambient air quality standards, are published in an annual report of air quality in Maine and are available from the Bureau of Air Quality Control.

In addition, the Bureau of Air Quality and others are actively involved in collecting acid precipitation/acid deposition data from: Bridgton, Greenville, Caribou, and Acadia National Park. The Bureau has also expanded its attention to the particulate constituents on all "violation" filters including particle size distribution. Also due to Maine's monitored high TSP levels, we have greatly expanded our fine particulate monitoring network to determine whether the size of these particulate are of public health concern. Several new CO-generation facilities are now operating that are doing compliance monitoring for lead, chromium and heavy metals.

With respect to ozone, the Bureau now forecasts for local media whenever levels are expected to exceed the unhealthful level on the Pollutant Standard Index (PSI) scale.

Licensing. Besides issuing renewal licenses, amendments and transfers, the Bureau has continued to operate the New Source Review Program, implementing provisions of the Federal

Prevention of Significant Deterioration Program (PSD) for new major emitting sources. Applicants are not required to obtain a federal PSD permit since Maine's licensing program has been approved as the State Implementation Plan (SIP) by EPA. In conjunction with the licensing activities, sales, use and property tax certifications for pollution control equipment/devices are done by the Bureau.

During 1987 the divisions:

a. received 35 applications for new sources or modifications;
b. approved 37 new/modified source licenses;
c. received 100 renewal applications;
d. approved 76 renewal licenses;
e. conducted 208 compliance inspections;
f. coordinated and observed 31 stack tests;
g. issued 11 notices of violation
h. negotiated 4 consent agreements;
i. made 2 referrals to the Attorney General;
j. sent 6 letters of warning;
k. made 5 tax certification determinations.

Technical Services. The Division of Technical Services is responsible for:

1. Program development including the State Implementation Plan for Air Quality Department air regulations and statutes to improve and protect the quality fo Maine air.
2. Data management of ambient air quality data and emission inventory for emission sources.
3. Quality assurance of air quality data.
4. Meteorological support including long range pollution transport modeling, for example, ozone and acid rain, and modeling review for air emission source licensing; and
5. Advanced laboratory support including development of new analytical methods and sampling procedures.

The major issues which the Bureau has in front of it include the development of a program to control emissions of air toxics (hazardous air pollutants for which there are no air quality standards), the revision of its regulations governing the licensing of sources of air pollution, and the evaluation and recommendation of remedial action needed to control emissions causing the smog (ozone) problem in Maine. Smog control options include control of gasoline volatility, bulk gasoline storage and transfer of gasoline throughout the State, maintenance of leak tight gasoline transport vehicles, and the reduction of gasoline vapors resulting from the transfer of gasoline to service stations.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection technically issues all licenses and permits for the Department.

PUBLICATIONS:

Publications are available through the Division of Public Assistance as described under the Departmental heading.

1) Bureau of Air Quality Control Annual Report — Free
2) Bureau of Air Quality Control Annual Air Quality Data Report — Free
3) Hazardous Air Pollutants in Maine: Emissions Inventory and Ranking System — Free
4) Acid Rain in Maine — Free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AIR QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	764,683	375,746			388,937	
Health Benefits	41,501	18,481			23,020	
Retirement	139,768	69,369			70,399	
Other Fringe Benefits	5,548	2,130			3,418	
Computer Services—State	16,345	11,187			5,158	
Other Contractual Service	161,507	52,687			108,820	
Rents	4,582	2,304			2,278	
Commodities	24,151	5,406			18,745	
Grants—Subsidies—Pensions	35				35	
Equipment	31,792	15,687			16,105	
Interest—Debt Retirement	6	2			4	
Transfers to Other Funds	21,800				21,800	
TOTAL EXPENDITURES	1,211,718	552,999			658,719	

BOARD OF ENVIRONMENTAL PROTECTION

E. CHRISTOPHER LIVESAY, CHAIRMAN

Central Office: AMHI-Ray Building, Augusta *Telephone:* 289-2811
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 101; *Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: 10 *Legislative Count:* 0

PURPOSE: It is the duty of the Board, exercising the police power of the state, to control, abate and prevent the pollution of the air, waters, coastal flats and prevent diminution of the highest and best use of the natural environment of the State.

ORGANIZATION: The Board of Environmental Protection consists of 10 members appointed by the Governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the Legislature. Members serve for a term of 4 years. The Governor appoints one member to serve as chairman.

Members receive $55 per day for each meeting or hearing attended. They also receive reimbursement for travel expenses incurred while attending any meetings of the Board or for any other travel in connection with official board business while under the specific authority of the Board.

Meeting times and places are determined by the Board. Six members of the Board constitute a quorum for the purpose of conducting any meeting. Four members are a quorum for a rule-making hearing and two members are a quorum for an adjudicatory hearing.

PROGRAM: The Board holds regular meetings on the second and fourth Wednesdays of each month. These meetings are open to the public. In addition, the Board holds public hearings on proposed rules and individual applications. Board members receive material on all pending matters in advance of the regular meetings and are mailed copies of all transcripts of testimony at public hearings.

LICENSES, PERMITS, ETC.

Licenses:
- Air Emission
- Dredge Disposal Sites
- Land Fill
- Oil Terminals
- Septage Sites
- Waste Water Treatment Plant Sludge
- Hazardous Waste Facility
- Hazardous Waste Transporter

Permits:
- Solid Waste Facilities
- Alteration of Coastal Wetlands
- Log Storage Permits
- Mining/Rehabilitation of Land
- Site Location of Development
- Shoreline Alterations
- Small Hydro
- Sludge Utilization
- Experimental Discharge
- Federal Consistency Determination
- Water Quality Certification

FINANCES, FISCAL YEAR 1988: 38 MRSA, Section 361 provides that expenditures of this unit shall be borne by Department of Environmental Protection and are, therefore, included in its financial display.

BUREAU OF LAND QUALITY CONTROL

DEBORAH RICHARD, DIRECTOR

Central Office: AMHI, Ray Bldg., *Telephone:* 289-2111
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:*
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096B; *Citation:* 38 M.R.S.A., Sect. 1301
Average Count—All Positions: 48 *Legislative Count:* 38

PURPOSE: The Bureau of Land Quality Control is responsible for administering nine environmental laws designed to protect and improve the quality of the natural environment and resources of the state.

The state laws include: Site Location of Development Act; Great Ponds Act; Stream Alteration Act; Freshwater Wetlands Act; Maine Waterway Development and Conservation Act; Maine Dam Inspection, Registration, and Abandonment Act; Coastal Wetlands Act and Sand Dunes Act; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission); Solid Waste Management Act (includes non-hazardous solid waste, septage and sludge disposal).

The Land Bureau receives some funding under the Coastal Zone Management Act in return for state-level enforcement and administration of the core laws. The Bureau is also responsible for the completion of Federal Consistency reviews.

ORGANIZATION: There are three divisions in this bureau, the Division of Licensing and Review, the Division of Enforcement and Field Services, and the Division of Technical Services. In addition a Secretarial Services Unit exists which provides clerical services to the entire Bureau.

PROGRAM:

Division of Licensing and Review: The Division prepares recommendations to the Board of Environmental Protection for: permit applications pertaining to the Site Location of Development Act, Alteration of Coastal Wetlands, Great Ponds Act, Freshwater Wetlands Act, Stream Alteration Act, Solid Waste Management Act, Statement of Consistency with Maine's Coastal Zone plan.

The following number of orders, Certifications and Consistency actions have been processed in year 1987:

Hydro	47
Site Location	450
Coastal Wetlands	296
Sand Dunes	178
Great Ponds	219
Freshwater Wetlands	4
Stream Alteration	168
Solid Waste	138
Water Quality Certifications	27
Consistency Actions	8
Delegation of Authority to Qualified Communities	0
Dams Registration Act (Water Level)	1
	1,542

Division of Enforcement & Field Services: The Division consists of four regional offices in Augusta, South Portland, Bangor, and Presque Isle, a Special Projects Unit and a Shoreland Zoning Unit.

The regional offices are responsible for complaint resolution, compliance inspections, enforcement actions and public information. As Land Bureau representatives in the field, they also assist with application procedures, explain laws and regulations and serve as a general environmental information resource for the various regions.

Last year the enforcement staff responded to 1,907 citizen complaints related to environmental issues and in excess of 7,500 requests for information and assistance in addition to compliance and enforcement activities.

The Special Projects Unit provides support to the Bureau in various areas, particularly solid waste management issues. This unit is able to provide information to municipalities on disposal options and costs.

The Shoreland Zoning Unit is responsible for the oversight and administration of the Shoreland Zoning program on a state-wide basis. The unit is able to provide assistance to municipalities on shoreland zoning issues.

Division of Technical Services: The Division provides geological, soils, hydrologic and engineering support to the Bureau through application review, enforcement support, and technical assistance. The Division consists of four geologists, four engineers and a chemist in the Augusta office. The technical services staff reviewed 639 projects and applications in 1987, 562 applications for the Division of Licensing and Review, 72 projects for the Division of Enforcement and Field Services and 5 projects for other State agencies. Reviews are primarily in the areas of solid waste management and site location of development.

PUBLICATIONS:

The following publications are available from the Bureau free of charge: (they are also available from the Division of Public Assistance as described under the Departmental heading).

Site Location of Development (August 1986)
Protecting Your Coastal Wetlands (September 1983)
Protecting Your Lake (January 1987)
Waste Management Laws (September 1981)
Solid Waste Management Regulations (December 1983)
Septage Management Rules (March 1986)
A Guide to Land Use Laws Administered by DEP (January 1982)
Bureau of Land Quality Control (July 1983)
Alteration of Rivers, Streams & Brooks Act
An Act to Protect Freshwater Wetlands
Guidelines For Municipal Shoreland Zoning Ordinance

Hydropower Development Regulations
Maine Dam Inspection Registration & Abandonment Act

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LAND QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	984,838	815,264	10,430		159,144	
Health Benefits	54,342	43,569	1,234		9,539	
Retirement	180,010	149,406	1,895		28,709	
Other Fringe Benefits	7,381	5,161	101		2,119	
Computer Services—State	2,521	2,521				
Other Contractual Service	223,082	221,754	1,328			
Rents	3,108	3,108				
Commodities	18,114	18,094	20			
Equipment	7,377	7,377				
Transfers to Other Funds	6,579		391		6,188	
TOTAL EXPENDITURES	1,487,352	1,266,254	15,399		205,699	

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL

ALAN M. PRYSUNKA, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2651
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: October, 1980 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096D; *Citation:* 38 M.R.S.A., Sect. 541
Average Count—All Positions: 85 *Legislative Count:* 13.5

PURPOSE: This Bureau administers the State's oil and hazardous materials control programs, which include the following areas of responsibility:

1. Emergency response for oil and hazardous materials spills;
2. Regulation of all underground oil storage facilities;
3. Licensing and inspection of hazardous waste and waste oil facilities and transporters;
4. Licensing and inspection of oil terminals;
5. Investigation and clean-up of all uncontrolled hazardous substances sites;
6. Enforcement of all oil and hazardous materials control laws;
7. Management of the Maine Coastal and Inland Surface Oil Clean-Up Fund, the Ground Water Oil Clean-Up Fund, the Hazardous Waste Fund and the Uncontrolled Hazardous Waste Site and Underground Oil Tank Bonds, and processing third party damage claims for oil contamination problems.

In addition, this Bureau provides staff support to the Advisory Commission on Radioactive Waste and the Board of Underground Storage Tank Installers.

ORGANIZATION: In 1980 the Bureau was created by combining the Bureau of Water Quality Control's Division of Oil Conveyance Services and the Bureau of Land Quality Control's Hazardous Waste Unit.

The Bureau consists of the Division of Response Services, the Division of Licensing and Enforcement, and the Division of Remedial Planning and Technical Services. The Response Services Division has offices in Augusta, Bangor, Portland and Presque Isle and the Licensing and Enforcement and Remedial Planning and Technical Services are located in Augusta.

PROGRAM: Activity within the Bureau's Oil & Hazardous Waste/Material programs increased significantly during the past year. Among the more noteworthy accomplishments:

A. Division of Licensing & Enforcement

1. Continued oversight of the state's hazardous waste facility licensing, consolidating federal and state licensing requirements, resulted in the following enforcement actions: 274 letters of violation were issued, 15 negotiated enforcement agreements were finalized and 1 administrative order was issued by the Commissioner which designated sites as uncontrolled hazardous substance sites. In addition, several cases are currently pending final resolution.
2. The following activities were performed this year:

Preliminary Assessment Site Verified	19
Site Inspection (includes remedial investigations and expanded site inspections)	24
Feasibility study (includes corrective action)	5
Remedial actions	5
Operation & Maintenance	3
Site clean-up completed	3

3. The Bureau is coordinating the clean-up of the State's six Superfund sites with the federal government. Including the Superfund sites, the state has been involved with 41 sites this past year. In addition, 50 preliminary assessments were performed by a contractor under DEP oversight.
4. Ground water monitoring programs are being continued at several facilities where hazardous waste contamination problems were previously found. Actions aimed at reducing such contaminations are currently in progress.
5. The Bureau processed more than 7,500 hazardous waste manifest shipping forms during the past year and was selected by U.S. EPA to serve as the lead agency for New England in the development of a regional computer system for managing hazardous waste transactions.
6. One hundred and two (102) hazardous waste and waste oil transporters were licensed during the past year and Bureau staff continue to maintain a close working relationship with State Police counterparts to assure compliance with State Law and rules by those who transport hazardous waste in Maine.
7. Resolved 24 third party damage claims, approved 14 Hazardous Waste Treatment Licenses and approved 3 closure plans of hazardous waste facilities..

Following is a list of key activities in Licensing and Enforcement during the past year:

A. Licensing & Enforcement:

1. Oil terminals licensed	16
a. Shoreside Terminals	13
b. Vessels	3
2. Damage claims processed	42
3. Hazardous Waste Facility Inspections	43
4. Hazardous Waste Facilities Approved:	
a. Treatment	17
b. Closure Plans	14
c. Storage facilities	0
5. Hazardous Waste and Waste Oil Transporter Licenses	102
6. Underground Tanks registered	2043
7. EPA I.D. Numbers	
a. Permanent	92
b. Temporary	476

B. Response Services

1. Hazardous Materials Spills or Investigations	189
2. Oil Spills or Investigations	1323
3. Number of wells contaminated by petroleum	95
4. Oil Terminal Inspections	4
5. Number of barrels of oil transferred by licensees	83,476,000

C. Remedial Planning & Technical Services

1. Alternative water supplies initiated	9
2. Leaking underground oil tank investigations	20
3. Hazardous waste cleanup assistance	36

B. Division of Response Services

1. Responded to 997 surface and groundwater oil spills
2. Performed 326 oil spill investigations
3. Responded to 104 hazardous waste spills
4. Performed 85 hazardous materials investigations
5. Performed 1611 inspections of underground tank abandonments

C. Division of Remedial Planning & Technical Services

1. Technical support to all Bureau programs.
2. Technical staff support to Maine Radioactive Waste Advisory Commission and Maine Board of Underground Oil Storage Tank Installers.
3. Development of regulatory programs for underground oil & chemical storage tanks and low-level radioactive waste facilities.
4. Review of hazardous waste facility license applications for technical adequacy.
5. Engineering and geological support to groundwater clean up projects at uncontrolled hazardous waste sites.
6. Responsible for long term ground water remediation and for providing replacement drinking water at major leaking underground oil tank sites.
7. Technical assistance and training of underground oil tank installers.
8. Compliance inspections of groundwater monitoring programs at licensed hazardous waste sites.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection is the legal authority for the Department and, as such, issues all licenses and permits. Those licenses and permits issued by the Board that are associated with the Bureau of Oil & Hazardous Materials Control are as follows:

1. Oil Terminal Facility License;
2. Hazardous Waste Facility License;
3. Hazardous Waste License By Rule for On-Site/Off-Site Reuse;
4. Hazardous Waste Transporter License;
5. Registration of Underground Oil Storage Tanks;
6. (Oil) Vessel at Anchorage
7. Waste Oil Transporter License
8. Waste Oil Facility License
9. EPA Identification Numbers

PUBLICATIONS:

Maine Oil Recycling Directory — free

An Oil Pollution Prevention, Abatement and Management Study for Penobscot Bay — $10.00

A Systems Study of Oil Pollution Abatement and Control for Portland Inner and Outer Harbor, Casco Bay, Maine — $7.00

Oily Wastes Management — An Investigation of Alternatives for the State of Maine — $10.00

Comprehensive Study of Petroleum Hydrocarbons in the Marine Environment of Long Cove, Searsport, Maine — $5.00

An Analysis of Waste Oil in Maine — free

Casco Bay Coastal Resources Inventory — $20.00/set
Vol. 1 — Marine Resources
Vol. 2 — Marine Wildlife/Marine Flora

Copies of Bureau regulations are available, including hazardous waste management and hazardous matter rules. — free

Siting, Design and Cost of Shallow Land Burial Facilities in Northern New England — free

Conceptual Design of an Engineered Disposal Facility for Low-Level Radioactive Waste — free

Threats to Groundwater in Maine — free

MORP booklet, a guide to waste oil collection centers — free

Annual Hazardous Waste Activities Report For 1986

Understanding Maine's Standards For Generators of Hazardous Waste—March 1987

Abandonment and Removal of Underground Oil Storage Facilities — free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,557,705	344,195	905,740		307,770	
Health Benefits	88,161	18,300	50,555		19,306	
Retirement	283,531	62,447	165,772		55,312	
Other Fringe Benefits	13,427	2,203	7,695		3,529	
Computer Services—State	38,067		38,067			
Other Contractual Service	2,697,580	55,496	1,479,480		208,159	954,445
Rents	15,226	79	14,244		828	75
Commodities	193,371	8,874	176,029		8,079	389
Grants—Subsidies—Pensions	372,843	65	372,713		65	
Equipment	335,418		290,749		44,669	
Interest—Debt Retirement	109	62	47			
Transfers to Other Funds	96,307		81,732		14,575	
TOTAL EXPENDITURES	5,691,745	491,721	3,582,823		662,292	954,909

OFFICE OF QUALITY ASSURANCE (DEP)

DEAN C. MARRIOTT, CHIEF EXECUTIVE
ELIZABETH ARMSTRONG, Deputy Chief Executive

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2811
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1988 *Sunset Review Required by:*
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 403; *Citation:* 38 M.R.S.A., Sect. 342
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the purpose of the Office of Quality Assurance to assure that all environmental data used for regulatory purposes by the Department are of known precision and accuracy.

ORGANIZATION: The Office of Quality Assurance is located within the Department's Office of the Commissioner. It performs an overview role of all chemical, biological, geological and related environmental data created by or for the program bureaus of the Department. Its functions are performed by delegation of tasks to appropriate bureau staff. Responsibility of goal achievement is assigned to the Director of the Office of Quality Assurance by the Director of the Office of the Commissioner.

PROGRAM: The Office of Quality Assurance is newly created and FY 89 is its first year of activity. During its inaugural year, the Office will oversee the completion of the Laboratory's activities. Management of the Department's Quality Assurance Program Plan will be a major responsibility. Initial investigations into a foreign-laboratory certification plan will be conducted.

FINANCES, FISCAL YEAR 1988: The budget for the Office of Quality Assurance is included in the budget for the Department of Environmental Protection. There were no expenditures in FY 88, as the office was not operational.

BUREAU OF SOLID WASTE MANAGEMENT

PAULA M. CLARK, DIRECTOR

Central Office: Village Square, Gardiner *Telephone:* 582-8740
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: April 28, 1988 *Sunset Review Required by:*
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096E; *Citation:* 38 M.R.S.A., Sect. 342
Average Count—All Positions: 0 *Legislative Count:* 3

PURPOSE: The Bureau of Solid Waste Management is responsible for administering all programs related to the disposal, storage and handling of non-hazardous solid wastes, spreading/utilization of residuals, asbestos management/disposal and septage disposal.

ORGANIZATION: The Bureau of Solid Waste Management is headed by a director and is organized into 3 divisions: Licensing & Enforcement, Technical Services and Municipal & Operational Services.

PROGRAM: The Bureau of Solid Waste Management was established within the Department of Environmental Protection in May of 1988. The Bureau is currently developing an appropriate organizational structure and is hiring staff as positions become authorized. A major goal of the new Bureau is to complete effective implementation of P.L. 1987 Chapter 517 (An Act to Ensure Safe Management, Recycling and Disposal of Solid Waste and to Reorganize the Solid Waste Law).

LICENSES, PERMITS, ETC.

All licenses and permits related to:
- Solid waste disposal/storage/processing facilities
- Septage spreading sites

PUBLICATIONS:
- Solid Waste Law (PL 1987 Chapter 517)
- Maine Solid Waste Management Regulations

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SOLID WASTE MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,600	1,600				
Retirement	290	290				
Other Fringe Benefits	23	23				
Computer Services - State	560	560				
Other Contractual Service	1,036	1,036				
Commodities	402	402				
Equipment	252	252				
TOTAL EXPENDITURES	4,163	4,163				

BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

PHILIP PIMENTAL, CHAIRMAN

Central Office: Augusta *Telephone:* 289-2651
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: June 28, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 481; *Citation:* 32 M.R.S.A., Sect. 10003
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Board of Underground Storage Tank Installers was established to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons, to assure the availability of underground storage tank installations of high quality to persons in need of these services.

ORGANIZATION: The Board of Underground Storage Tank Installers was established under the authority of PL 1985, Chapter 496, Section 2.

PROGRAM: The Board of Underground Storage Tank Installers has continued to develop its certification procedures. Two written examinations were held in September of 1987 and April of 1988.

A total of 11 on-site examinations were held from July 1, 1987 to June 30, 1988, with 8 installations completed satisfactorily and 3 failing. (Two on-sites are currently pending.) A total of 257 installers have been certifed. The Board, in conjunction with the Maine Oil Dealers Association, held a recertification workshop April 6, 1988, at the Augusta Civic Center.

LICENSES, PERMITS, ETC.

Underground Oil Storage Tank Installer Certificate
Underground Oil Storage Tank Examiner Certificate
Underground Oil Storage Tank Inspector Certificate

PUBLICATIONS:

Underground Oil Storage Tank Installer Study Guide — $35

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Environmental Protection.

BUREAU OF WATER QUALITY CONTROL

STEPHEN W. GROVES, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-3901
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096C; *Citation:* 38 M.R.S.A., Sect. 361A
Average Count—All Positions: 91 *Legislative Count:* 31

PURPOSE: The Bureau of Water Quality Control is responsible for reviewing the quality of Maine's waterways and reporting their best uses and recommended classifications to the Legislature. Once legal standards have been established, the Bureau must ensure that the classifications are attained and maintained. Many of the activities of the Bureau are mandated on an annual basis by federal laws and are funded through the Federal Water Pollution Control Act. Federal funds for the past fiscal year have included approximately $1.75 million of program grant funds to aid the Bureau in carrying out its responsibilities under both state and federal laws. State funding levels for the water pollution control program must remain constant or increase in order for the department to remain eligible for federal program and wastewater treatment plant planning and construction management grants. The Bureau is in the process of reviewing the classifications of all the State's waters and will hold statewide public hearings during the fall of 1988. After review of the staff's recommendations, the Board of Environmental Protection will recommend revised classifications to the 114th Legislature.

ORGANIZATION: The Bureau of Water Quality Control has five divisions and regional offices in Portland, Presque Isle and Bangor.

PROGRAM:

Division of Licensing and Enforcement. The Division regulates the discharge of pollutants to surface or ground waters of the state as authorized under the Protection and Improvement of Waters Law with a combination of licensing, certification and enforcement activities. The following is a summary of division activities during FY 88:

State Licenses Issued (renewals and new)	
Municipal	18
Industrial	22
Commercial	5
Residential	15
Dredging	0
Aquatic Pesticides	1
Experimental	3
License Applications Denied	40
Certification of U.S. EPA NPDES Permits	33
Certification of Sales and Use Tax Exemption Approved	28
Certification of Sales and Use Tax Exemption Denied	1
Certification of Property Tax Exemption Approved	27
Certification of Property Tax Exemption Denied	2
Administrative Enforcement Agreements Issued	14
Referrals to Attorney General's Office	3
Cases Processed Under Rule 80(k) of the District Court Civil Rules of Procedure	2

Division of Operation and Maintenance is responsible for inspecting municipal, industrial, commercial and residential treatment plants. Other ongoing responsibilities include the review of O & M Manuals, wastewater treatment plant plans and specifications, and the addition of new sources of pollutants to public owned treatment works. The investigation of citizen complaints, computerized tracking of treatment facility discharge and licensing information, and the administration of the operator certification program are also performed by the Division.

The O & M Division continued its staff proficiency program with inhouse training sessions and specialized seminars in wastewater treatment, management and communications. The Division conducted technical assistance and site specific training under a federal training grant aimed at plants having non-compliance and operational problems. Each plant receiving this assistance either returned to compliance or substantially improved. The assistance procedures developed in this program are being incorporated into routine work programs.

The Division's goals for FY 89 and FY 90 include efforts to continue the active assistance program utilizing federal training funds, improve standardized quality control procedures in the inspection program, continue the staff proficiency program, and improve non-compliance tracking to insure timely and appropriate response to violations.

Inspections of wastewater treatment plants:

Municipal	233
Industrial	70
Residential	1155
Commercial	180
Citizen Environmental Complaints	198
Training Sessions	12
Technical Assistance Projects (New)	12
Technical Assistance Projects (Cont'd)	8
Pretreatment Inspections	8

Division of Municipal Services: The primary function of the division is to administer a construction grants program that funds planning, design and construction projects for municipal wastewater treatment facilities. The program utilizes both federal and state grants. The source of federal funds is the U.S. Environmental Protection Agency (EPA) and the source of state funds is a bond issue administered by DEP. Projects are funded by 55% EPA funds, 25% D.E.P. and a local share of 20%. The program includes preliminary planning to identify the problems and offer alternative solutions; the preparation of construction plans and specifications for the option selected from the planning process; and the actual construction of the wastewater treatment facility. State grants only of up to 90% are also available for projects which can be constructed for $100,000 or less.

Since the program's inception, over $600 million of water pollution abatement facilities have been built in the State of Maine. There are more than 115 municipal treatment facilities in operation. The program is authorized in the future by the Clean Water Act Amendments of 1987. The grant program will be replaced by State revolving loan funds. The transition years are FY 89 and FY 90. Federal funding support comes to an end in FY 94.

The FY 88 program included projects in Rockport, Owl's Head, Bayville, Bradley, Frenchville, Holden, Lubec, Portland and Squirrel Island. Small community projects proceeded in the towns of Addison, Cherryfield, Cutler, Edmunds, Gouldsboro, Lubec, Machiasport, Pembroke, Penobscot, Perry, Steuben, Sullivan, Whiting, Ashland, Bradley, Easton, Eddington, Harrington, Island Falls, Liberty, Masardis, Monson, Mount Chase, Patten, Presque Isle, Lincolnville, Stockton Springs, West Bath, Frankfort, Peru and St. Francis.

The Municipal Services Division also administers a land spreading program. It operates on the philosophy that any residual which can serve a beneficial purpose should be utilized. This program is very successful in using residuals that might otherwise be wasted occupying valuable landfill space.

Division of Environmental Evaluation and Lake Studies. The Division provides technical support to other Water Bureau divisions and other Bureaus in the DEP. Expertise in the Division includes biology/ecology, geology, engineering, hydrology, and water chemistry. Special services include biologic and toxicologic lab analysis, specialized computer modeling of wastewater impacts and complete ambient monitoring and investigative capabilities.

The responsibilities of this Division are varied and listed as follows:

1. Administer the State's Great Pond (Research) Program — Title 38, M.R.S.A., Section 386-390.
2. Direct the State's Lake Restoration and Protection Program — Title 38, M.R.S.A., Section 390-A.
3. Provide technical assistance to municipalities for review of impacts from development on lakes.
4. Direct and coordinate a lake monitoring program for statewide volunteers under Title 38, M.R.S.A., Section 424.

5. Provide biological and geological expertise to all DEP bureaus and the Board as required.
6. Provide a monitoring network using biological and chemical techniques to assess the State's waters.
7. Conduct special river and stream waste assimilation studies to determine if water quality is being maintained.
8. Provide review of wastewater discharge licenses for BOD impacts, toxic effects, or other concerns.
9. Assist in development and implementation of state groundwater strategy.
10. Monitor and prepare water quality data collected from groundwater aquifer mapping and sand-salt storage.
11. Provide an assessment of the impact of acid rain on the State's water resources.
12. Development of a monitoring program for marine waters.
13. Meet and coordinate with US-EPA staff on the Clean Water Act and the various sections of the federal statute that affects Maine water quality standards.

The Division has been divided into four sections each with a leader. Responsibilities are delegated to the section leader through the division director.

Support of department needs is achieved through field monitoring, research, and modeling. Information is applied during the review process for all state permits which affect water quality. Permit conditions are recommended using state and federal water quality standards and criteria.

The lakes monitoring program involves the use of lay monitors for approximately 300 lakes. The Division trains, teaches, and advises monitors regarding the data collected. The program helps the DEP classify lakes by trophic state and provides data for evaluation of the effects of developments proposed under the site selection law. A new lake vulnerability index has been developed to identify potential problem lakes before they become nuisance problems to property owners. The lakes program continues to receive high public interest and support.

Lake restoration work continues at Three Mile Pond and Webber Pond. Future lake work will be performed with EPA Section 314 funding assistance. A state fund is also available which will assist on lakes projects and will be a source of funds for the near future. The DEP is shifting its efforts to a lake protection program which is least costly in the long run. Funding was provided in the last legislature to develop technical expertise at the local level to manage increased development pressure around our lakes.

The work of the Division's stream biology section to utilize aquatic macroinvertebrates in addition to chemical water quality parameters has taken on new emphasis. The US-EPA is supporting this effort through Section 205j of the U.S. Clean Water Act. Biological monitoring at the various stations in Maine will be less expensive in the long run. This type of innovative stream biomonitoring is being explored in conjunction with other programs. Bioassay procedures and protocol have now been developed to assist in evaluation of discharge impacts.

The Division is responsible for coordination of the groundwater strategy for subsurface waters. The delineation of sand and gravel aquifers with the State, Bureau of Geology and U.S. Geological Survey is a continuing program responsibility. The Division must determine primary recharge areas, flow patterns, and contamination sources.

A legislative mandate is to report on the effects of acid rain. This work is being done on high elevation lakes and will develop a baseline data report which should be an assessment of high elevation lakes. Information is being merged with EPA's Eastern Lake Survey. The legislature has recently passed support for the DEP to monitor the quality of marine waters to a greater extent than previously possible. This program is still in developmental stage.

The Division produced the following 1987 publications:

1. Volunteer Water Monitoring Data Report.
2. Maine Bioaccumulation Monitoring Program.
3. Methods for Biological Sampling and Analysis of Maine's Waters.
4. Effects of Agricultural Best Management Practices on Total Phosphorus Yields in Johnson Brook and Lovejoy Pond Watersheds, Kennebec County, Maine 1980-84.
5. Little Androscoggin River Wasteload Allocation.
6. A Coefficient of Community Loss to Assess Detrimental Change in Aquatic Communities.

The Presque Isle Regional Office is located over 200 miles from Augusta and services all of Aroostook County and parts of Washington and Penobscot Counties. The area represents a population in excess of 100,000 and involves major industries and food processors connected with the area's forest and potato industry. Most of the watershed area, which is larger than the states of Connecticut and Rhode Island combined, is part of international waters and thus subject to the 1909 Boundary Water Treaty between the U.S. and Canada.

The office provides advice, monitoring, enforcement and support services concerning environmental laws and regulations administered by the Divisions of each Bureau (Air, Water, Land, Oil and Hazardous Waste) for the Department.

The regional staff:

1. Helps individuals determine if their project requires environmental permits from the Department or other agencies.
2. Assists individuals in filing applications.
3. Performs compliance monitoring and inspections of municipal, industrial, and commercial treatment facilities.
4. Performs water sampling and lab results for the reclassification effort and lake monitoring projects.
5. Performs special water and wastewater studies.
6. Performs ambient air monitoring, air audits, investigations and other air related activities.
7. Performs inspections on great pond developments, site location construction projects, solid waste facilities and other land related activities.
8. Investigates oil spills and hazardous waste complaints.
9. Investigates and resolves complaints concerning other environmental related problems.
10. Negotiates consent agreements and uses other enforcement procedures to ensure compliance with Board Orders and environmental laws and regulations.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection technically issues all licenses and permits of the Department.

Certifications:

IRS certification for five year amortization
IRS certification for tax exempt bonding
FAME certification for loan applicants compliance with environmental laws
National Pollutant Discharge Elimination System Permit Certification
Personal Property Tax exemption
Sales & Use Tax exemption

PUBLICATIONS:

Publications pertaining to this unit are available through the Division of Public Assistance as described under the Departmental heading.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF WATER QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,024,288	850,125			1,174,163	
Health Benefits	112,993	47,724			65,269	
Retirement	367,376	154,980			212,396	
Other Fringe Benefits	11,854	3,745			8,109	
Computer Services—Comm	296				296	
Computer Services—State	3,785	3,033			752	
Other Contractual Service	357,818	216,710			141,108	
Rents	8,472	6,057			2,415	
Commodities	39,856	27,340			12,516	
Grants—Subsidies—Pensions	8,456,288	62,429			214,550	8,179,309
Equipment	28.716	7,113			21,603	
Interest—Debt Retirement	4				4	
Transfers to Other Funds	51,701				51,701	
TOTAL EXPENDITURES	11,463,447	1,379,256			1,904,882	8,179,309

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

ARTHUR L. LERMAN, CHAIRMAN
MARILYN E. CANAVAN, Assistant to the Commission

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4178
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333
Established: 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 270; *Citation:* 1 M.R.S.A., Sect. 1002
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts or the appearance of misconduct by Legislators.

The general duties of the Commission are: to investigate and make advisory recommendations to the appropriate body of any apparent violations of the ethical standards set by the Legislature; and to administer and investigate any violations of the requirements for campaign reports and campaign financing and to investigate and determine the results, within the limits of the Constitution, of any contested county, state or federal election within this State.

The law also gives the Commission authority to issue advisory opinions and guidelines on problems or questions possibly involving conflicts of interest in matters under consideration by, or pertaining to, the Legislature, to investigate complaints filed by Legislators alleging conflict of interest against any other Legislator, including the holding of hearings and the public issue of findings of fact and opinion, and to administer the disclosure of sources of income by Legislators.

ORGANIZATION: The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by Chapter 621 of the Public Laws of 1975. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971 by Chapter 146 of the Public Laws of 1971. The Committee on Legislative Ethics formerly consisted of the Presiding Officers of both Houses of the Legislature, together with the majority and minority floor leaders of both Houses. The powers and duties of the Committee were significantly affected by chapter 773 of the Public Laws of 1973, although the basic organization of the Committee was not changed. Most of the duties concerning Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices and the new Commission was assigned as well certain duties in the area of elections.

The Commission consists of 7 members, one to be appointed by the President of the Senate, two others to be appointed by the floor leader of the 2 major parties in the Senate; one to be appointed by the Speaker of the House, one to be appointed by each floor leader of the 2 major parties in the House, and the one to be selected by the affirmative vote of at least 5 of the preceding 6 members, that member to serve as chairman. Each member serves a term of 2 years, or until the appointment and qualification of his successor. Members of the Legislature, members of the previous Legislature, or any declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or any holder of an elective county, state or federal office is ineligible for appointment or election to the Commission.

By 1 M.R.S.A. Section 1006, the Commision may call for assistance from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine. The Secretary of State presently serves as the secretariat of the Commission.

PROGRAM: During FY 88, the Commission met as required by 21-A MRSA §1002 to review campaign finance reports required of all state and county candidates, all political committees supporting such candidates and all organizations involved in state-wide political campaigns. These reviews involved:

1. Sets of Quarterly Campaign Finance Reports from candidates and committees who had a surplus or deficit of more than $50.00 from previous campaigns.
2. Reports from various committees which supported or opposed political candidates, or which worked for or against previous and current referenda.
3. Reports from candidates and committees concerning the 1988 elections.

In accordance with 21-A MRSA §1020, the Commission submitted to the Secretary of State the names of candidates and committees that filed campaign finance reports late.

PUBLICATIONS:

The Commission publishes copies of the Campaign Finance Law as it pertains to candidate elections (21-A M.R.S.A., Chapter 13, subchapter II) and political action committees (21-A M.R.S.A., Chapter 13, subchapter IV).

The Commission also publishes reporting schedules for candidates and their authorized committees, as well as political action committees.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,989	5,989				
Retirement	2,216	2,216				
Other Contractual Service	1,860	1,860				
Commodities	281	281				
TOTAL EXPENDITURES	10,346	10,346				

(OFFICE OF) GOVERNOR

JOHN R. McKERNAN, JR., GOVERNOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: Circa 1820

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102; *Citation:* 2 M.R.S.A., Sect. 1

Average Count—All Positions: 26 *Legislative Count:* 26

PURPOSE: The Governor serves to direct the affairs of the state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any military officer or any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, all forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

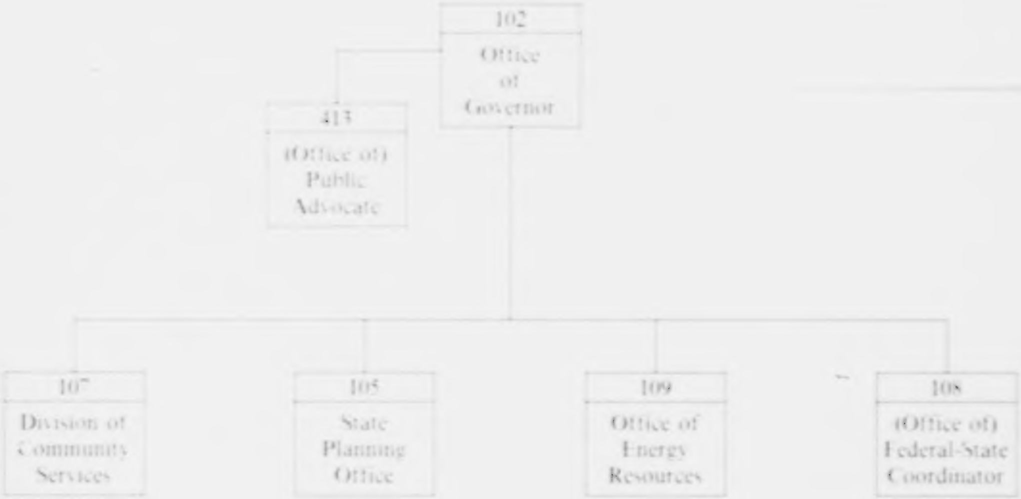
PROGRAM: In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights and interests of women and youth of the State; to provide emergency and long-range planning and management of energy resources; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

Governor's Office. The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

Blaine House. The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide services for the Governor, the Governor's family and guests; to maintain House offices for the Governor; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of Public Improvements maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
EXECUTIVE DEPARTMENT
UMB 07


102
Office of Governor
413
(Office of) Public Advocate
107
Division of Community Services
105
State Planning Office
109
Office of Energy Resources
108
(Office of) Federal-State Coordinator

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
EXECUTIVE DEPARTMENT

	TOTAL	Special				
	ALL FUNDS	General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,364,658	2,236,129	79,887		1,048,642	
Health Benefits	177,144	108,574	3,754		64,816	
Retirement	530,621	334,952	14,069		181,600	
Other Fringe Benefits	33,005	23,864	914		8,227	
Computer Services—Comm	2,484	826	—		1,658	
Computer Services—State	106,770	104,682			2,088	
Other Contractual Service	1,794,330	1,231,724	152,145		410,461	
Rents	19,585	14,580	2,135		2,870	
Commodities	97,790	74,336	9,461		13,993	
Grants—Subsidies—Pensions	37,329,205	3,537,405	3,909,245		29,882,555	
Equipment	59,678	29,667	995		29,016	
Interest—Debt Retirement	135	98	28		9	
Transfers to Other Funds	109,408	3,078	13,683		92,647	
TOTAL EXPENDITURES	43,624,813	7,699,915	4,186,316		31,738,582	

(OFFICE OF) GOVERNOR (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	668,549	668,549				
Health Benefits	28,516	28,516				
Retirement	68,289	68,289				
Other Fringe Benefits	9,618	9,618				
Computer Services—State	78,387	78,387				
Other Contractual Service	175,129	175,129				
Rents	119	119				
Commodities	41,483	41,483				
Grants—Subsidies—Pensions	269,826	269,826				
Equipment	14,314	14,314				
Interest — Debt Retirement	83	83				
TOTAL EXPENDITURES	1,354,313	1,354,313				

MAINE BUSINESS ADVISORY COUNCIL

NATHANIEL H. BOWDITCH,
Commissioner, Department of Economic & Community Development

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, ME 04333

Established: October 18, 1984

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102C; *Citation:* Exec. Order 4, FY 85

PURPOSE: The Maine Business Advisory Council advises and assists the Governor in the formulation of business policy. The Council also encourages communication and understanding between Maine business and government.

ORGANIZATION:

The Council is comprised of between 20-25 members, appointed by the Governor.

Members of the Council either owned or participated in the management of a business in Maine.

PROGRAM: The Council's membership reflected the diversity of the state's business sector and included different size businesses, different business sectors, and different geographical areas.

Members served at the pleasure of the Governor for a term of two years, except for initial appointees, half of whom served for three years.

Staff assistance for the Council was provided by the Department of Economic and Community Development.

Executive Order #5 of FY 87/88, effective September 24, 1987.

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF COMMUNITY SERVICES

NICOLA C. KOBRITZ, DIRECTOR
MARGARET R. MARSHALL, Deputy Director

Citizen's Assistance 1-800-452-4617
Central Office: Stevens School, Flagg-Dummer Bldg., Hallowell *Telephone:* 289-3771
Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: 1964

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 107; *Citation:* 5 MRSA, Section 3511 et seq.

Average Count—All Positions: 40 *Legislative Count:* 18

PURPOSE: The Division of Community Services has been designated to carry out the responsibilities of State Government in the system of community services and community action agencies delineated by the Maine Community Services Act (5 MRSA, Section 3511 et seq.). The purpose of the system is to assure an effective focusing of local, state and federal resources upon the goal of enabling disadvantaged citizens and their families to attain the skills, knowledge, motivation and opportunities needed to become self-sufficient. The Division is specifically responsible for the planning and financing of community services and community action agencies and the administration of the energy assistance, weatherization and repair, surplus commodity foods, community services block grant programs and other antipoverty programs. The Division is responsible for monitoring the poverty level of Maine citizens, making recommendations to the Governor and the Legislature on the ways and means to combat and reduce poverty, overseeing the community action agencies, providing technical assistance to community action agencies and other groups serving the interests of low-income people in Maine, and advising the Governor, the Legislature and local officials on the impact of state and local policies on poverty.

ORGANIZATION: The Division of Economic Opportunity was established in 1964 by Executive Order as an administrative unit of the Executive Department. Over the years, the agency has expanded and adjusted its staff size and capability to accommodate change in federal requirements and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. A staff reorganization occurred in January, 1975, with a change of Administration. Effective September 19, 1975, the Division was renamed Division of Community Services. On July 1, 1983, the Division was officially designated by the Legislature as the state agency responsible for carrying out the purposes of the Maine Community Services Act.

PROGRAM: In addition to providing technical assistance to all grantees in Maine and to the overall function of providing advocacy for low-income and disadvantaged citizens, the Division is increasingly providing the umbrella structure and impetus for direct services. The function of developing innovative services and programs aimed at otherwise unmet needs is best exemplified by the original Project Fuel or weatherization prototype which has since developed into a national program largely based upon the Maine model.

Major program areas active during Fiscal Year 1988 include the following:

Community Services Block Grant. The Federal Community Services Administration was abolished on September 30, 1981 and in its place the Office of Community Services in the Department of Health and Human Services provides grants to the State of Maine through the Community Services Block Grant Program. The Division was authorized by the Governor and the Legislature to accept CSBG funds and administer funds on behalf of the State of Maine. These funds are made available to Maine's 11 Community Action Agencies to provide administrative and program support for activities addressing the needs of low-income people in the areas they serve. The Division received a block grant award of $1,776,642 in FY 88.

Home Energy Assistance Program. The Division was the State administering agency for the 1987-88 Home Energy Assistance Program (HEAP). The purpose of this program is to provide financial assistance and emergency assistance to low-income households to assist them in paying a portion of their winter heating bills. The Division received $20,576,297 from the Department of Health & Human Services to fund this program. These funds were subgranted to Maine's eleven Community Action Agencies and seven towns who administered the program at the local level. The program provided 52,179 Maine households with an average benefit of approximately $311.00 per household to meet their energy needs.

Low-Income Weatherization. The Low-Income Weatherization Program provides weatherization and energy conservation for the low-income and elderly residents of the State of Maine. Actual program delivery was provided through Community Action Agencies. Program oversight is provided by the Division of Community Services.

Methods and materials used to weatherize a home include capping of attics with insulation, wall insulation, installation of storm doors and windows, caulking, weatherstripping, chimney repair, etc.

The Division expended a total of $5,060,844 from three funding sources including the federal Departments of Energy, Health and Human Services and the State Legislature. A total of 3,793 household units were weatherized between July 1, 1987 and June 30, 1988.

Central Heating Improvement Program. The Central Heating Improvement Program provides funds to maintain, upgrade or replace the primary heat source in the homes of Maine's low-income residents. As with the Division's Weatherization Program, the program is delivered through the Community Action Agencies with Division oversight. Total CHIP $941,257.42 for 612 units.

Citizens' Assistance Line. This toll-free WATS line is available to Maine citizens statewide and provides a channel of communication directly to citizens experiencing difficulties or having questions about state, federal and local agencies. A variety of social needs are addressed, most often concerning financial assistance requests for crisis situations. Problems caused or intensified by the high energy costs are especially prevalent during and following the heating season and require advocacy on behalf of citizens in the form of negotiating with town officials, fuel dealers and utilities.

In addition to the advocacy role, an increasing number of calls deal with information requests and the program is serving as a clearinghouse for a number of services offered by other state, federal and local agencies. Approximately 20,000 citizens were served last year.

Office of Ombudsman. The Office of Ombudsman, created by Executive Order #6, FY 75-76, receives and investigates complaints against State agencies and State employees.

The office exists: (1) to investigate complaints from the public about illegal, unreasonable, unfair, oppressive, or discriminatory administrative acts by officers or employees of the agencies of the State Government, and to recommend suitable action when found to be appropriate after careful and thorough investigation and research; and conversely, (2) to protect the officers and employees of the State Government from unwarranted or unjustified criticisms or complaints.

The Office of Ombudsman is an independent, objective intermediary between the people and State Government and strives to reduce errors, injustices, or excesses by administrators through the use of criticism, persuasion and publicity.

Temporary Emergency Food Assistance Program. In December, 1981, the Federal Government authorized the release of 30 million pounds of American processed cheese being held in storage by the U.S. Department of Agriculture (USDA). Through the Division of Community Services, Maine's Community Action Agencies were designated as food banks in order to distribute cheese and other commodities to low-income persons. To date, the program is providing cheese, butter, cornmeal, flour, rice and instant milk to an average of 60,000 households per distribution which are held three (3) times a year. From July 1, 1987 to June 30, 1988, Maine has distributed to eligible households over 4.2 million pounds of surplus commodities under this program.

The Division received a grant from USDA in the amount of $216,536 to cover program costs through September 30, 1988. State funding of $134,000 was provided to cover state and local distribution costs.

Head Start. Head Start is a comprehensive, child development program focusing on parent involvement, health, nutrition, education, mental health, and social services. There are nearly 2,400 children and families receiving Head Start services in Maine, 724 with State funding. A minimum of 10% of these children have an identified handicapping condition.

Head Start services in the State of Maine are provided through 10 Community Action Agencies and 3 single purpose Child Development Agencies, geographically distributed to serve the entire state.

PUBLICATIONS:

Community Action Annual Report October 1, 1987-September 30, 1988

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF COMMUNITY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	869,985	274,732			595,253	
Health Benefits	56,760	17,600			39,160	
Retirement	141,035	41,986			99,049	
Other Fringe Benefits	8,458	2,907			5,551	
Computer Services—Comm	405				405	
Computer Services—State	401				401	
Other Contractual Service	436,117	120,822	19,431		295,864	
Rents	2,720	704			2,016	
Commodities	12,181	3,009	1,137		8,035	
Grants—Subsidies—Pensions	31,959,422	3,203,696	2,488,655		26,267,071	
Equipment	19,336				19,336	
Interest—Debt Retirement	20	11			9	
Transfers to Other Funds	46,134	3,065	773		42,296	
TOTAL EXPENDITURES	33,552,974	3,668,532	2,509,996		27,374,446	

OFFICE OF ENERGY RESOURCES

HARVEY E. DeVANE, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333

Established: April 29, 1974 *Sunset Termination Scheduled to Start by:* June 30, 1995

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 109; *Citation:* 5 M.R.S.A., Sect. 5003

Average Count—All Positions: 27 *Legislative Count:* 14

PURPOSE: The Office of Energy Resources (OER) was first established to provide a comprehensive energy plan for the State of Maine; to analyze and recommend policies pursuant to that plan; to coordinate all State energy programs; to manage or oversee all federal energy conservation programs not specifically exempted; to conduct the Emergency Fuel Allocation Program; to encourage conservation of energy and the development of Maine's indigenous energy resources and to provide information on energy matters to the citizens of Maine.

ORGANIZATION: The Office of Energy Resources (OER) was first established in 1973 by the 106th Legislature as a temporary office under the Executive Department. After less than 1 year of operation, the Office was terminated. Early in 1974 the Office was re-established on a permanent basis to carry out the purposes stated above. When re-established, the Office assumed the responsibilities and staff of the Fuel Allocation and Conservation Office, formerly within the Bureau of Civil Emergency Preparedness.

In addition to State-initiated programs, the Office of Energy Resources administers energy programs under the federal Energy Policy and Conservation Act and the National Energy Extension Service and Conservation Act.

PROGRAM: The Office of Energy Resources provides energy policy analysis and recommendations to the Governor and Legislature, receives and administers federal funds for energy conservation and resource development in Maine. The Office also acts as the Governor's oversight agency in the management of oil overcharge funds received by the State, and provides information to the public on energy developments, conservation techniques, and OER services available to consumers and businesses, in addition to the promotion of energy education.

During Fiscal Year (FY) 1988, the OER designed and conducted several oil conservation programs with a total of $4.25 million in Exxon and $1.4 million in Stripper Well funds received through oil overcharge court settlements. The Office provided oversight to several programs conducted by other public agencies using $13.53 million in oil overcharge funds.

The Office worked with the Public Advocate, the Maine Public Utilities Commission, utility companies, and others to design new electricity conservation programs and to monitor existing ones.

The OER represented Maine on several inter-governmental energy policy organizations including the Coalition of Northeast Governors, the New England Governors' Conference, the Northeast International Committee on Energy, and the New England Energy Task Force. The Office also informed Maine's Congressional delegation and other appropriate national leaders of the impact on Maine of national energy policies, legislation, and developments.

The programs and activities of the Office of Energy Resources were conducted through four divisions: namely its Administrative and Support Services, Policy and Planning, Energy Management, and Energy Education, Assistance, and Information Divisions.

Energy Resource Plan: In October 1987 OER published its biennial energy resources plan. It included forecasts of electricity and petroleum use, as well as statistics on past use and prices of all energy sources in Maine. It analyzed available energy sources; oil, wood, hydro, nuclear, solar, solid waste, coal, peat, wind, tides, and waves. It discussed energy conservation from appliance and building standards. It reviewed results of OER programs for lighting and furnace improvements, weatherization, energy conservation loans, and energy efficiency upgrades at schools and hospitals, as well as results of the OER's Energy Extension Service.

Energy Data Surveys: The OER conducted residential wood use surveys, fuel wood price surveys, and price surveys for home heating oil. The OER maintains data bases on petroleum stocks and natural gas supplies. The Office tracks electricity production and use.

Electricity Supply and Demand Planning: The OER maintained its program of long-range planning for electricity supply and analysis of future demand. The Office worked with other New England States to improve regional forecasting of electricity demand and supplies, in response to the December 1986 New England Governors' Conference Power Planning Committee report, which called for changes in regional electricity planning by utilities and by governments. In spring 1988, the OER compiled for the New England Governors' Conference, a list of Maine's 188 non-utility electric generation facilities, including 72 which were only proposed or planned. Between July 1987 and February 1988, private developers proposed to sell 1700 MW of new generating capacity to Central Maine Power Company. Non-utility generators now operating represent 36% of Maine's total electric capacity.

OER commented to the Federal Energy Regulatory Commission (FERC) on hydro-electric license renewals. The OER is undertaking a study of how many cost-effective capacity upgrades are possible at 28 sites.

During the year the OER participated in interagency reports on the effect of an early shutdown of the Maine Yankee Atomic Plant and the proposed purchase by Central Maine Power Company of 1,000 MW of Hydro-Quebec power. In a November referendum, Maine voters again rejected the proposed early shutdown. Regulatory hearings on the since amended power purchase proposal are still going on at the Public Utilities Commission (PUC), and at the Department of Environmental Protection (DEP).

Electric Rate Design: Subsequent to OER testimony advocating time of use rates and a PUC decision of January 1987, many large commercial or industrial customers in Maine signed up for new time of use electric rates. These were designed to reduce peak power consumption and postpone the need for more power plants, while charging customers the true costs of serving them with electricity at particular hours and on particular days. These rates will save Maine electric users many millions of dollars.

Commercial and Industrial Conservation: This program was developed by the OER in early 1986. It was implemented by the Central Maine Power Company and Bangor Hydro-Electric Company after negotiations with the OER and the Public Utilities Commission. The program provides businesses with substantial cash rebates when they replace old lights or motors with energy efficient products.

Similar negotiations led to Public Utilities Commission (PUC) approval in July 1987 of Central Maine Power's RFP and Power Partners programs. In February 1988, large customers proposed 36 MW of conservation and load management. Contract negotiations are still under way but have been completed with a few customers.

In the spring and summer of 1988, the OER consulted with Central Maine Power Company in the development of the company's first residential lighting efficiency program. The OER urged the development of the new program for the purpose of expanding the market for compact fluorescent bulbs.

OER also worked with the State's three major utilities to monitor utility conservation programs, including weatherization, water heater wraps, and water heating cycling.

Residential Electricity Conservation: The OER, through the federal Residential Conservation Services (RCS) Program, continued to monitor the residential conservation program activities of Maine's two largest utilities. As of March 31, 1988, 49,142 energy audits had been completed over the life of this program. The RCS audits resulted in an estimated savings of 19,541.45 MBtu during the 1988 reporting period.

Emergency Management Program: The OER is responsible for planning for energy supply emergencies. This program centers on petroleum supply and storage, since Maine is dependent on petroleum products to meet about 60% of its energy needs. This requires the gathering and analyzing of petroleum supply and price data, and the periodic revising of the State Energy Emergency Response Plan. This plan establishes the State's response to any critical shortage of energy resources. The plan relies upon voluntary compliance through recommended conservation measures, but includes regulations which can be imposed by the Governor in the event that voluntary actions are insufficient to resolve a serious shortage.

The OER coordinated Maine's emergency energy conservation plan with those of other New England states and the Eastern Canadian Provinces.

Each month, the Energy Office analyzes petroleum supplies, recent consumption trends, and in-state petroleum product inventory levels to determine if supplies will meet demand. Computer programs analyze the Energy Information Administration (EIA) form 782 and the OER

Biweekly Stock and Inventory Reports. The OER independently conducts a bi-weekly price and inventory survey of home heating oil dealers.

Conservation Demonstration Programs: The 112th Legislature funded six conservation demonstration programs. (1) Weatherization Rebate—$525,000; (2) Furnace Modernization Rebate—$525,000; (3) Furnace Service Rebate—$350,000; (4) High Efficiency Lighting Rebate—$350,000; (5) Small Business Weatherization and Furnace Modernization Rebate—$500,000; and (6) Weatherize Homes in Maine—$1,000,000.

These programs were to be operated over a three year period or until funds were expended. The residential programs offer homeowners, landlords, or renters up to $200 as a rebate for purchases of specific weatherization, furnace modernizations, or high efficiency lighting materials. Small businesses and non-profit organizations may receive up to $500 as rebates on similar materials.

The Office operated four of its six programs during FY 1988. Over 8,400 homeowners and small business owners received rebates under these four programs and another 3,000 homeowners participated in the Weatherize Homes in Maine program (WHIME). The WHIME program provides participants with energy conservation education and free conservation materials worth $75 per participant.

Institutional Conservation Program (ICP): This federal matching program, administered since 1980 by the OER, awards grants throughout the state to schools and hospitals for energy conservation projects. In the most recently completed annual grant cycle, OER approved the funding of 29 grants, totalling more than $740,000. Funding for these grants came from a federal ICP allocation to Maine, and a State oil overcharge allocation. Currently, the OER is accepting applications for the next ICP grant cycle which will be completed in early 1989.

Legislation: Appliance Standards—Since January 1, 1988, Maine law has required that most major appliances sold in Maine meet minimum energy efficiency standards. Appliances covered include: refrigerators, refrigerator-freezers, freezers, water heaters, and furnaces and boilers. The OER is responsible for administering the law. The Office has been working with appliance distributors and retailers in seeking compliance.

Fluorescent Lighting and Ballast Standards—The 113th Legislature enacted minimum energy efficiency standards for new fluorescent lamp ballasts. These standards will take effect on January 1, 1990. The OER is responsible for administration and enforcement.

Adult-Care Boarding Home Weatherization Program—The 113th Legislature allocated $800,000 to assist Maine's eligible boarding homes with energy conservation measures. Up to $500 per public pay, low-income client may be granted to each institution for improvements. It is estimated that 194 boarding homes housing approximately 2,000 low-income citizens will be assisted by this program during FY 89.

Mandatory Energy Standards—In addition to the previously enacted mandatory energy efficiency standards for publicly-funded buildings; mandatory standards for commercial, institutional and residential buildings were passed by the 113th Legislature. American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) 90 standards were established for commercial and institutional buildings. Standards, when applicable to residential construction, are prescriptive insulation standards. Owner-built and owner-contracted homes are exempt. The OER has administrative and enforcement responsibilities for this law.

Natural Gas and Coal: Maine's supply of natural gas has always been limited by the relatively small capacity of the natural gas pipeline entering the State from the south. However, in 1987, Maine's only natural gas distributor, Northern Utilities, Inc., received all of the necessary permits to convert a Portland-Montreal petroleum pipeline to natural gas and to import Canadian natural gas into Maine and New England. Deliveries through this pipeline began in early 1988 and are scheduled to reach full volume late in 1988, greatly expanding Maine's natural gas supply.

Solar Energy: Over the past year, solar energy, used in conjunction with energy-efficient building techniques, was one of the most popular subjects among Maine residents asking OER for advice or information. The Office sponsored several tours of solar homes and many workshops explaining how to take advantage of solar energy.

Hydropower: The Office reviewed all hydro-electric licensing applications and commented on them to the Department of Environmental Protection and to the Land Use Regulation Commission.

Wood: OER continued to actively encourage the safe use of wood and other forms of biomass for energy. The Office worked with the Departments of Conservation and Environmental Protection, and through the Council of Northeast Governors' (CONEG) Regional Biomass Project, on wood energy issues. These included supply availability, the impact of increased harvesting for industrial operations, and the impact of wood smoke on air quality. OER continued to encourage the use of residential woodstoves.

Other Renewable Energy Resources: OER was consulted on energy projects using peat, solid waste, and wind.

The Energy Extension Service (EES): Five Energy Extension Service agents gave direct assistance to individuals across the State. The agents operate out of regional offices in Presque Isle, Bangor, Augusta, Lewiston, and Portland. During FY 1988, these outreach workers conducted workshops, provided technical assistance on home energy conservation, woodstove safety, and energy standards in buildings. EES agents also addressed community groups, adult education classes, clubs, and school classes on energy issues. They assisted small businesses, promoted home energy audits and conservation programs, led tours of homes using solar energy, demonstrated energy-saving products and technologies at fairs and conventions, and assisted community weatherization efforts.

Additionally, a sixth EES agent acts as staff to the Maine Energy Education Project (MEEP), an innovative public/private partnership working to promote energy education in Maine schools. In 1988, MEEP was selected as the most outstanding state energy education program in the nation by the National Energy Education Day Foundation.

The Energy Van: OER's mobile display was visited by thousands of people last year. The Energy Van, which contains displays of energy conservation-equipment and technologies, visited schools, fairs, festivals, and shopping centers to bring energy information to people throughout the State.

Information Activities: Information activities centered on services to the public. OER's central office answered thousands of requests for information on topics as varied as the use of solar energy, wood burning, building or retrofitting a home to be energy-efficient, fuel prices, and weatherization techniques. In addition to answering questions by telephone and in person, OER distributed over 40,000 energy publications. These were prepared or revised by OER, and contain the latest available information.

Through the media, the OER attempted to inform the public of major developments, issues, and trends in energy.

LICENSES, PERMITS, ETC.:

Energy Auditor Certification

PUBLICATIONS:

State of Maine Energy Resources Plan ($3.00)
Insulation Facts
Energy Conservation Building Standards: Manual of Accepted Practices ($3.00)
Energy Conservation Building Standards: Narrative ($5.00)
Hydropower Site Evaluation
Electricity from the Sun
Maine Woodburning Guide
Winners II: Affordable Energy Efficient Solar House Design
Enersave: Energy Saving, Cost-Effective Construction.
Maine's Non-Utility Owned Generation Facilities

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ENERGY RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	485,664	328,394	79,887		77,383	
Health Benefits	22,991	16,180	3,754		3,057	
Retirement	87,984	59,470	14,069		14,445	
Other Fringe Benefits	4,493	2,891	914		688	
Computer Services—State	1,383	1,383				
Other Contractual Service	188,683	110,796	51,970		25,917	
Rents	12,964	10,578	1,955		431	
Commodities	18,995	10,461	8,308		226	
Grants—Subsidies—Pensions	1,423,603	3,013	1,420,590			
Equipment	995		995			
Interest—Debt Retirement	31	3	28			
Transfers To Other Funds	19,271		11,551		7,720	
TOTAL EXPENDITURES	2,267,057	543,169	1,594,021		129,867	

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

MICHAEL L. RAIR, CHAIRMAN

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333 *Telephone:* 289-3531
Established: 1987 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102J; *Citation:* Exec. Order 9 FY 86/87
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: As established by Executive Order 9 FY 86/87 on January 16, 1987, the Governor's Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than once every two months.

ORGANIZATIONS: The Governor's Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The members of the Board are appointed by the Governor to serve at his pleasure.

PROGRAM: The Governor's Board on Executive Clemency reviews requests for pardons and commutations in order to determine a petitioner's eligibility for a hearing. After each hearing, the Board meets in executive session to discuss each petition and make recommendations to the Governor.

Information on Executive Clemency and petition forms are available from the Pardon Clerk, Office of the Secretary of State, Statehouse Station #101, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the (Office of) the Governor.

(OFFICE OF) FEDERAL-STATE COORDINATOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1965 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 108; *Citation:* 1965 P & SL Chap. 262
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Office of Federal-State Coordinator assists in the implementation of the Governor's program, in accordance with the statutory mandate creating the Office.

ORGANIZATION: The coordinator is appointed and his/her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and clerical assistance may be employed as necessary.

PROGRAM: As an aide to the Governor, the Federal-State Coordinator deals with matters concerning economic development, transportation, natural resources and energy, and may function as a legal advisor. He also serves as liaison with the State of Maine Office in Washington and the Congressional Delegation. The Office handles relations with the New England Governors' Conference, the National Governors' Conference and other national organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) FEDERAL-STATE COORDINATOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	87,963	87,963				
Health Benefits	3,855	3,855				
Retirement	4,878	4,878				
Other Fringe Benefits	1,126	1,126				
Computer Services—State	725	725				
Other Contractual Service	12,706	12,706				
TOTAL EXPENDITURES	111,253	111,253				

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD H. SILKMAN, CHAIRMAN
JAMES R. BERNARD, DIRECTOR

Central Office: State Planning Office, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. 38, Augusta, Maine 04333
Established: March 19, 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102H; *Citation:* FY 81 Exec. Order 9
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The basic purpose of the Council is to advise the Governor, Legislature, and state agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. The Governor's Executive Order, which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

ORGANIZATION: The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976. This Executive Order has been amended by Executive Order No. 9 FY 80/81.

The Council's membership consists of: the Director of the State Planning Office, who is the chair, the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Human Services, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Transportation, the Commissioner of the Department of Economic and Community Development, the Director of the State Energy Office, the Vice President for Research and Public Service, University of Maine; and the Chairman of the Regional Planning Commissions Directors' Association.

PROGRAM:

HIGHLIGHTS OF 1987-88 ACTIVITIES

Maine's ground water resources, their effective protection and management, were the focus of continued scrutiny by the Land and Water Resources Council during 1987-88.

The Council's Ground Water Standing Committee established six subcommittees composed of State agency personnel and representatives from trade associations and other interested groups. Final reports and recommendations were presented to the Standing Committee on July 1, 1986 and implementation continues to assure Maine's continuing ground water quality and availability, to protect public health, and to improve the efficiency of government ground water related programs.

The Council continued to assist in coordination and policy development regarding the State's involvement in federal hydropower proceedings; commented on federal legislation affecting hydropower relicensings; and, through the Water Flow Advisory Committee and the Council Director, with assistance from agency staff, worked with the U.S. Army Corps of Engineers on flood control studies of the Kennebec, Androscoggin, Saco, and Penobscot Rivers.

The following sections describe, in greater detail, the Council's activities during 1987-88 in its three major fields of endeavor: policy formulation, resource management system development, and high priority problem response. The last section describes the creation and organization of the Council.

I. POLICY FORMULATION

Background. Management of the State's ground water resources continued to be a major focus of the Council's policy formulation activities in 1987-88.

Ground water supplies the drinking water for more than half of Maine's people and is the primary and usually the only source available to the State's rural residents. The Maine Geological Survey estimates that about ten percent of Maine's ground water may already be contaminated in some degree. Leaking underground storage tanks, buried wastes, pesticides, road salt, and other contaminants threaten to degrade more of the resource. In some areas, especially along the coast, increased usage, combined with natural phenomena like saltwater intrusion, have given rise to ownership conflicts over local ground water supplies.

Since the late 1970s, Maine has made tremendous strides in identifying and responding to ground water pollution problems, eliminating threats to public health from ground water contamination, and gaining a better understanding of the character of the State's vital ground water resources. The following are a few of the highlights of this effort:

— 1979, Ground Water Subcommittee of the Land and Water Resources Council presented its report; "A Management Strategy for Maine's Ground Water Resources," recommending increased data gathering, technical assistance, regulatory, and public education efforts respecting the State's ground water resources and assigned the Land and Water Resources Council a program coordination function;

— 1980, in response to 1979 report, the Legislature created the Ground Water Protection Commission. The Commission's recommendations resuled in significant legislative and regulatory action to increase protection of the resource from contamination including: 1) 1981, amendment of the Site Location of Development Law to prohibit the siting on sand and gravel aquifers of projects with a potential to pollute the aquifer; 2) establishment of the Maine Hazardous Waste Fund; 3) 1983, passage of the Underground Tanks Regulation Act;

— December 1983, Governor Brennan directed the Land and Water Resources Council to do a thorough review of the State's ground water management activities to assess progress toward full implementation of the Ground Water Protection Commission's recommendations and to make any additional recommendations deemed necessary;

— January 1985, the Council's Ground Water Policy Review Committee issued its report and recommendations, discussed below;

— June 1985, Governor Brennan issued an Executive Order declaring: "It is the policy of the State of Maine to allocate, protect and monitor Maine's ground water resources, through measures which expand our knowledge of ground water hydrogeology, protect public and environmental health, meet future water supply needs, and encourage a sound economy." The order further directed the Land and Water Resources Council to establish a Standing Committee on Ground Water to implement the State's ground water policy;

The Ground Water Standing Committee. During 1986, the Council's Ground Water Standing Committee, chaired by the Commissioner of the Department of Environmental Protection, and the member agencies made substantial progress in accomplishing the tasks recommended in the January, 1986, report of the Council's Ground Water Review Policy Committee.

The Standing Committee first met in June 1985 and established six subcommittees to focus on selected tasks set forth in the 1984 report: Resource Use, Resource Protection, Ground Water Classification, Health Risk Assessment, Interagency Coordination, and Ground Water Education. Representatives from various industrial and trade associations and public advocacy groups with ground water interests were invited to serve on these subcommittees.

A State Ground Water Coordinator was hired to staff the Standing Committee, advise the subcommittees, and coordinate the overall implementation of State ground water policy and policy development efforts. The subcommittees assembled for the first time at a Ground Water Workshop held on October 28, 1985. The workshop served several purposes: to provide all subcommittee members with a common knowledge base on ground water contamination, resources, problems, and ongoing data-gathering and regulatory programs at all levels of government; to focus individual subcommittee tasks; and to provide a clear description of the coordinated effort being undertaken.

The subcommittees made their reports and recommendations to the Standing Committee on July 1, 1986. Implementation of many of these recommendations is already underway. Others will require legislation, to be introduced to the 113th Legislature. The Standing Committee has established a Policy Subcommittee to set priorities and review allocation of resources. Pilot projects in ground water data management and ground water classification are being undertaken.

Critical to the accomplishment of various recommendations has been hiring of four new professional staff, in addition to the State Groundwater Coordinator: a senior geologist at the Department of Environmental Protection, a hydrologist at the Department of Human Services, and two geologists at the Maine Geological Survey. These personnel enable the State to better accomplish its ground water protection goals. In 1987-88, the State Groundwater Coordinator, in cooperation with other state agencies, designed a planning process for local ground water protection. The Policy Subcommittee, the Classification Subcommittee and the Standing Committee worked toward completing the Maine Groundwater Management Strategy and omnibus groundwater legislation by November 1988.

II. RESOURCE MANAGEMENT SYSTEM DEVELOPMENT

Water Flow Advisory Committee. In November 1983, the Council's special Water Flow Management Committee reported a series of findings and recommendations to improve the State's existing flood prediction, response, and prevention programs and policies.

As a result of the Water Flow Management Committee's recommendations, the U.S. and Maine Geological Surveys have formed a permanent Water Flow Advisory Committee. This Committee, consisting of representatives from State and federal agencies and major dam operators throughout Maine, meets semi-annually to exchange information on precipitation, snow pack, and seasonal storage levels, to discuss flooding potentials; to issue a seasonal flood advisory; and to plan for measures to abate excess flows.

The Committee also recommended an in-depth analysis of the Kennebec River watershed as a prototype for similar studies of other rivers.

The first phase of this program began in the Fall of 1984. In conjunction with other federal and State agencies and with critical data supplied by dam operators, the Army Corps of Engineers prepared a hydrologic analysis of major flood events on the Kennebec. The Water Flow Management Committee reviewed and commented on this report and provided guidance to the Corps on the second phase of the report that was completed in the Fall of 1987.

After the 100-year flood of April 1987, the U.S. Army Corps of Engineers received funding for four flood control studies on the Kennnbec, Androscoggin, Saco, and Penobscot Rivers. State oversight is being provided by the Committee.

Data Management Committee. The Data Management Committee was established by the Council to address what all member agencies agree is a critical problem in natural resources policy implementation and coordination: the gathering, organizing, and dissemination of data necessary to guide policy and decision making. The Committee applied for and was awarded funding from the Coastal Program to develop a natural resources data management system. After determining that a comprehensive system was not within the allotted funds, the Committee worked with the Interagency Coordination Subcommittee of the Ground Water Standing Committee to develop an RFP for a pilot project on ground water data management. A contractor was selected and work on Phase I of the project — an inventory of existing systems and assessment of user needs — was completed by January 1987. Phase II of the project — developing a proposal for a new statewide system — was completed in January 1988.

A Geographic Information System Subcommittee was formed in January 1988 to discuss state needs for a GIS. After passage of $407,000 in funding for such a system in April 1988 as part of growth management legislation, the Subcommittee recommended successfully to the full Council that a pilot project be undertaken using groundwater data.

III. HIGH PRIORITY PROBLEM RESPONSE

Maine Rivers Policy Implementation. Passage of the landmark Maine Rivers Act in June 1983, accompanied by other related legislation, budget allocations, and administrative measures, completed development of the Maine Rivers Policy pursued by the Council since 1981. In July 1983, Governor Brennan directed that the Council, through the Director, closely monitor the progress of State agencies to assure the timely implementation of their various individual responsibilities.

In December 1985, the Council issued a Progress Report to the Governor and Legislature reviewing the accomplishments and issues in implementation to date. The following is a summary of the Findings and Recommendations of that report.

The Council finds that:

— Traditionally, Maine's environmental laws have been designed to protect the public health, safety, and welfare from the potentially harmful effects of private activity on private property. The Maine Legislature went beyond this traditional conception when it created the Maine Rivers Policy, the purpose of which is to provide not only environmental protection, but also a wise and careful means of allocating to private use and profit a scarce public asset — Maine's valuable rivers resources.

— Overall, the Maine Rivers Policy is accomplishing its objectives, and doing so efficiently and effectively.

— The Policy has resulted in many substantial accomplishments, including:

- the establishment of special protective zoning along some 1300 miles of Maine rivers in cities, towns, and the unorganized territory;
- the granting of State permits under the Maine Rivers Act for 21 hydropower projects that will produce 75.8 MW of new generating capacity;
- the registration with the Department of Environmental Protection of 716 dams throughout the State; and
- the award of more than $11.5 million to Maine cities and towns for waterfront improvement and community development projects along Maine rivers.

— As with any innovative public policy, especially one involving the coordinated efforts of many agencies with diverse interests and responsibilities, there are areas where improvements are called for in its implementation.

— As public attention has focused largely on the unique Big "A" hydropower proposal, the issues raised by this project deserve the most careful review and response, particularly those involving the legitimacy of considering "alternatives" to a proposed project during permitting proceedings. The Council recommends that:

— The laws that constitute the Maine Rivers Policy not be amended at this time.

— The Board of Environmental Protection and Land Use Regulation Commission adopt regulations pursuant to the Administrative Procedures Act to govern administration of the hydro permitting procedures of the Maine Rivers Act.

— Alternatives to a proposed hydropower project be considered under certain, carefully defined circumstances where significant public economic costs or environmental harms are involved; and the regulations should so specify, in order to resolve the confusion surrounding this issue.

— The terms "existing dam" and "redevelopment," as used in the 1983 Maine Rivers Act, be defined in regulations.

— The Governor designate LURC as the certifying agency under §401 of the federal Clean Water Act for hydropower development projects in the Unorganized Territory.

— Procedures needed to integrate compliance with §401 of the Clean Water Act into issuance of permits under the Maine Waterway Development and Conservation Act be fully clarified in the regulations.

— Procedural issues regarding such matters as attendance at hearings by decision-makers, opportunities for intervention and public participation in permitting proceedings, etc., be resolved through general administrative regulations applicable to all permitting procedures for the respective boards, and not by amendment to, or regulation under, the Maine Rivers Act.

Pursuant to these recommendations, the Governor issued an Executive Order, effective January 15, 1986, designating LURC the certifying agency for all hydropower development projects for which it has permitting authority. A Rivers Coordinator housed in the Bureau of Parks and Recreation continues to implement the Maine Rivers Act.

FERC Coordination Procedure. In March 1982, Governor Joseph E. Brennan, by Executive Order, directed the Council to establish a process for coordinating state agency comments to the Federal Energy Regulatory Commission (FERC), on its notices of preliminary permits and licenses for hydropower projects. The Council established a Standing Committee to administer this procedure and to assure effective communication among the affected agencies.

Enactment of the Maine Waterway Development and Conservation Act in June 1983 resulted in the consolidation of State hydropower permitting authority under the DEP and LURC. Because of the potential for conflict between the State hydropower permitting decision and the FERC licensing action, the importance of the Council's coordination procedure expanded to assure a consistent assertion of a single State position before FERC.

The FERC Coordinating Committee has recently been charged by the Council with coordinating and developing State policy on the pending federal relicensings of many of the State's major hydropower facilities. This promises to be a major undertaking over the next few years. The Committee produced a volume of state agency hydropower policy statements in 1988.

Federal Hydropower Policy. In October 1982, Governor Joseph E. Brennan directed the Office of Energy Resources (OER) to submit the *State of Maine Comprehensive Hydropower Plan* to the Federal Energy Regulatory Commission (FERC). Section 10(a) of the Federal Power Act requires FERC to make its decisions in accordance with accepted comprehensive river resource plans. Maine received FERC acceptance of its plan as a guide for federal hydropower licensing decisions in 1987.

Cumulative Impact Project. The design of this project was based upon the assumption that the cumulative impacts of development will be substantial and detrimental to the Maine landscape and that the state needs to find ways to better guide growth so as to avoid adverse effects. It was divided into two parts. The first was the provision of detailed resource and land use trend information and technical assistance to a nine-town area in southern Maine.

The second part of the project was directed at drawing conclusions from this nine-town "microcosm" (as well as from other SPO research) that are applicable statewide. The projects recommendations addressed regulatory, planning, financial incentives and disincentives, conservation and funding opportunities to improve state and local capacity to manage land use in the organized portion of Maine.

Some of the *interagency coordination* issues that were addressed include:

- To what degree should state agencies abide by state policies and local land use management strategies (assuming thoughtful ones are developed) and how do we achieve conformance? (ie., DOT road construction/access permits; DECD tourism promotion; SPO community development funding; DEP permitting decisions).

- What data should be available to localities and agencies for land planning and conservation, and in what form is it most useful? What role should a geographic information system play?
- How can public and private land conservation efforts be more effectively coordinated and funded?
- What kind of technical assistance should state agencies provide to regional agencies and towns in land use planning?

A study summary was published in December 1987 and served in part as a policy foundation for growth management legislation.

Implementation of Coastal Legislation. An implementation strategy was developed for recently enacted coastal legislation. Activities included:

1. Implementation of Policies:
   The legislation contained nine coastal management policies and required State and local actions to be consistent with them. These policies will affect State/local permitting, funding, and planning activities. A progress report is scheduled for December 1988.

2. Implementation of Coastal Heritage Areas:
   These areas will be identified corresponding with the physiographic regions of the coast. In 1987-88, the first region (Kittery to Cape Elizabeth) was considered. A Coastal Program grant had funded the natural resource policy division staff of SPO to conduct an assessment of the most scenic areas of the coast between Kittery and St. George.

   The Maine Historic Preservation Commission provided the locations of historical and archeological sites for these regions; the Endangered and Nongame Program provided locations of important marine and inland wildlife habitat; and SPO added data on Critical Areas. Criteria was applied that have been developed and used to determine preliminary boundaries next winter. A strategy will be developed to secure protection of these areas and implement a similar sequence for the remainder of Maine's coastline.

   Issues relating to interagency coordination include:

   — developing and implementing protection strategies for these areas in *collaboration* with local efforts
   — data management

   The Critical Areas Advisory Board is the main advisory group in this endeavor.

3. Implementation of Water-dependent Use Provisions:
   In 1988, SPO completed a survey and mapping of water-dependent use locations in Maine. DECD will issue a report on how to apply this information in the town planning process.

4. Local Implementation:
   The legislation included many provisions (both enabling and specific requirements) that are directed at the municipal level. DECD has prepared a handbook that describes these changes and ways that municipalities can use them. Of special note are provisions related to public access to the shoreline and hazard area management.

Visual Assessment. In addition to identifying heritage areas, SPO conducted a visual assessment of the Route 1 corridor that can be used to back up State and local land use policies. A methodology for coastal scenic landscape assessment was completed in 1987.

Wetlands Subcommittee. As a joint project of the Bureau of Parks and Recreation, the State Planning Office and the Council, a Wetland Subcommittee was formed in February 1988 to oversee work on Maine Wetlands Conservation Priority Plan. Required by the federal Emergency Wetlands Resources Act of 1986, the priority plan was completed by June 1988. The Subcommittee continues to meet, addressing wetland policy and data issues.

IV. PURPOSE AND ORGANIZATION OF THE COUNCIL

The Land and Water Resources Council was created by Executive Order of Governor James B. Longley in March of 1976. In May of 1979, Governor Joseph E. Brennan issued a new Executive Order re-establishing the Council under his Administration. The new Executive Order maintained the same basic direction for the Council and added the Office of Energy Resources to the Council's membership.

The Executive Order directs the Council to provide for a substantially improved land and water resources information base for planning purposes; to develop a program to interpret and analyze this information base; to evaluate Maine's land use regulatory system periodically and to recommend necessary improvements; to study and recommend solutions to specific land and water resource management problems; to encourage inter-agency coordination of land and water resources programs, through review of relevant agency work programs; to recommend coordinated State policies for major proposals that transcend the concerns of any one agency; and to seek cooperation of federal agencies to assure that their programs are in the best interest of the State.

The Council consists of: the Director of the State Planning Office, who is Chair; the Commissioner of the Department of Agriculture, Food and Rural Resources; the Commissioner of the Department of Conservation; the Commissioner of the Department of Environmental Protection; the Commissioner of the Department of Inland Fisheries and Wildlife; the Commissioner of the Department of Marine Resources; the Commissioner of the Department of Transportation; the Commissioner of the Department of Economic and Community Development; the Director of the Office of Energy Resources; the Vice-President for Research and Public Services, University of Maine at Orono; and the Chairman of Regional Planning Commissions Directors' Association.

PUBLICATIONS:

Policy Recommendations for Reducing Coastal Storm Damages
A Management Strategy for Maine's Ground Water Resources
Recommended Improvements in Computerized Management of Natural Resources Information
Recommendations of the Ground Water Protection Commission
Assessment of Ground Water Quantity in Maine
Interim Report of the Hydropower Study Subcommittee
The Maine Rivers Policy, 1983-85: A Progress Report to the Governor and Legislature
Maine State Agency Hydropower Policy Statements
Maine Wetlands Conservation Priority Plan
The Planning Process for Local Groundwater Protection
Maine Groundwater Data Management Study Phase II: Evaluation of Groundwater Data Management Systems
Land Use and Cumulative Impacts of Development: A Study Summary
A Proposed Method for Coastal Scenic Landscape Assessment

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the State Planning Office.

GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

CHERYL LEEMAN, CHAIRMAN
DANA CONNORS, Liaison

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: 1979 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102S; *Citation:* Exec. Order 11 FY 79

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Municipal Advisory Council ensures a partnership between the chief executive and local governments, enhancing prospects for achieving mutually-held objectives and providing a forum for discussion and resolution of potential conflicts. The Council's duty is to advise the Governor on matters which it feels have substantial impact on the future development of municipalities and the quality of life of their residents. The Council's purpose is to improve mutual understanding and to forge a foundation for more creative and practical solutions to the problems confronting municipalities.

ORGANIZATION: The Council consists of thirteen members, all of whom are municipal officials representative of all areas of the State. Included in the Council membership are the President of the Maine Municipal Association, and representatives from the Maine Conference of Mayors, Maine Town and City Management Association, Maine Town and City Clerks' Association, Maine Association of Regional Councils, and Maine Association of Assessing Officers. Six other members are appointed for two year terms by the Governor. The Executive Director of the Maine Municipal Association serves as ex-officio. The council is required to meet at least four times a year.

PROGRAM: The Governor's Municipal Advisory Council meets with the Governor every two to three months to discuss critical municipal concerns regarding such things as the Governor's legislative program, highway funding, and the level of state-local funding, and the status of various programs of local concern.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

STATE PLANNING OFFICE

RICHARD H. SILKMAN, DIRECTOR

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333
Established: 1968 *Sunset Review Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 105; *Citation:* 5 M.R.S.A., Sect. 3303
Average Count—All Positions: 47 *Legislative Count:* 18
Organizational Units:
Natural Resource Policy Division
Economics Division
Management Division

PURPOSE: The State Planning Office was established to strengthen the planning and management capability at all levels of government by assisting in identifying current problems and opportunities, providing guidance for economic, social and physical development of the State, providing a framework for and assisting intergovernmental planning, and reviewing and coordinating federal, State, regional and local planning activities.

The primary responsibilities of the State Planning Office are to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to coordinate the preparation and revision of development and conservation goals for the State; to conduct continuing economic analysis and assessment of the economy and natural resources of Maine in order to assist the Governor, the Legislature and the various state departments in formulating natural resource management economic goals, and programs and policies to achieve such goals; to undertake planning programs that cut across responsibilities of line agencies, e.g. Critical Areas Program, Coastal Planning, Water Resources Planning; to participate in inter- and intra-state planning; to provide assistance to public and citizens groups and act as the coordinating agency among the several offices, authorities, boards and commissions; to provide general review and coordination in functional areas of State Government; to represent the State on the New England Governors' Conference; and to administer the statewide intergovernmental review clearinghouse.

ORGANIZATION: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and A-95 Project Notification and Review, in 1970; State Socio-Economic Data Center and Coordination of Shoreland Zoning Act, in 1971; Critical Areas Register and Advisory Board, in 1974; additional economic planning and analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975 and state administration of the Community Development Block Grant Program in 1981. Other organizational activities assigned by Executive Order or designation by the Governor are the Land and Water Resources Council, Maine-Canadian trade analysis, federal activities impact coordination, Coastal Energy Impact Program administration, and State Assistance Program administration for the National Flood Insurance Program.

In 1987, the internal organization included four divisions: Community Assistance, Economics, Natural Resources, and Management. In a measure effective in FY 88, the 113th Legislature reassigned the Community Assistance Division to the Department of Economic and Community Development.

PROGRAM: The mission of the State Planning Office is threefold: 1. *short term issue analysis:* to meet in a timely fashion the requests of the Governor, executive agencies, and the Legislature for information, economic analysis, and policy recommendations on issues of immediate concern; 2. *long range policy analysis:* to conduct in-depth studies on issues of long range significance for the socio-economic and natural resource development of the State and to formulate policy recommendations for state decision makers; and 3. *program coordination:* to maintain current information on development plans and on state and federal development assistance programs, to for mulate state positions on the best use of these programs and to coordinate federal, state, and local development efforts. The Division also administers the Maine Coastal Program under the Federal Coastal Zone Management Program and the Maine Critical Areas Program.

Economics Division. The Economics Division provides both policy analysis and a variety of economic information services for use by the Governor, Legislature, other agencies, and the public. The State Economist serves as Director of the Division and oversees a staff of economists, sociologists, and computer specialists.

The Division's principal policy working during the 1988 fiscal year was focused on major revisions in the Maine tax system, including the income tax and property tax, the negotiation of a free trade agreement between the United States and Canada and its efforts on Maine, and the proposed purchase of electricity from Quebec.

The Division regularly publishes an *Economic Report* on the condition of the Maine economy and the *Retail Sales Quarterly* containing detailed information on retail sales throughout the state. The Division publishes a *Year End Review and Outlook of the Maine Economy* that summarizes the previous year's economic trends. The Division maintains and develops economic models for short and long range forecasting (out to 2015), and is a member of the New England Economic Project, a cooperative of economists from throughout the region. The Division is also working with the Department of Economics at the University of Maine to develop the capacity for forecast economic activity at the sub-state level.

Intergovernmental Review: During 1988, numerous projects were submitted to the State Planning Office for Intergovernmental Review, a review process established by a 1984 Executive Order, which replaces the A-95 Review process that had been in effect prior to that time. Projects reviewed included grant applications from State and non-State applicants, federally required State plans, and direct federal development projects including Environmental Impact Statements and Notices of U.S. Government Surplus Property. Information on these projects was submitted to the State and regional agencies and others for their review by means of a biweekly bulletin.

The *Natural Resources Division* performs natural resource policy analysis and coordinates natural resources policy planning within State government. The Division is headed by a director and consists of a multi-disciplinary staff focusing on diverse issue areas. Basic program areas are: groundwater, hydropower, coastal management, critical areas, land acquisition and nuclear safety.

Natural resources policy analysis includes examination and study of specific issues as directed by the Governor or Legislature and as requested by other agencies. During the fiscal year major policy research topics included wetlands, nonpoint source pollution, groundwater, lake management, and water supply.

Coastal Program: The Coastal Program consists of projects and activities designed to achieve a balance between the conservation of coastal resources and their wise utilization for the economic benefit of Maine people. For the past six years, Maine has received an annual grant of about $1.2 million from the U.S. Department of Commerce's Office of Ocean and Coastal Resources Management. The State Planning Office provides a focal point for coastal issues and coordinates the coastal activities of the State, Regional Planning Commissions, and local governments.

The Coastal Program provided funds to several State agencies during FY 87 to address various public policy issues of Statewide significance. For example, the Program provided funds to the Maine Department of Environmental Protection (DEP) to support seven staff positions. This additional support enabled the DEP to assist developers to apply for permits more efficiently and assure greater compliance with the State's environmental laws. Examples of other issues addressed through special projects include an assessment of the cumulative impacts of development in Maine and the development of public assistance announcements to raise public awareness concerning growth in the State. The Coastal Program also coordinates annual Coastweek events including a successful voluntary beach cleanup program.

The Coastal Program provided the planning and feasibility work underlying both the public commercial fishing piers and the cargo ports initiatives. As a result of these efforts, fish piers are now under construction in several coastal communities, a cargo port is receiving permits in Searsport, and the expansion of Bath Iron Works into Portland has been facilitated.

In addition, Coastal Program funding supports the review by State agencies of federal projects and other projects requiring federal permits for consistency with Maine's Coastal program and resource management laws. Maine's extensive research and analysis of the proposals to explore for oil and gas on Georges Bank resulted in the addition of needed restrictions on the drilling procedures. These restrictions help to protect the New England Coast from damaging spills and safeguard the invaluable fisheries of the region. Maine also joined the federal government in requiring a detailed program to monitor the effects of these drilling activities. Through their review of the Corps of Engineers' plans for dredging of the Kennebec River, State agencies identified a less damaging alternative which saved taxpayers over $200,000.

A large portion of Maine's Coastal Program funds are granted to coastal communities to conduct coastal resource management projects. The local grants portion of the Coastal Program complements State efforts to address significant public policy issues, improve the implementation of State laws and programs, and foster economic development. Communities use these small grants to support projects related to local land use issues (e.g. shoreland protection and land use ordinances), economic development (e.g. ports, harbors, waterfronts and fish piers), recreation and access (e.g. park developments and parking facility planning), and marine resources management (e.g. shellfish management surveys and clam warden programs). These grants enable towns to resolve conflicts and capitalize on opportunities to make the best use of their coastal resources. This results in better management of and improved protection for these irreplaceable resources as well as additional quality jobs for Maine people. Coastal funds for local waterfront acquisition and improvements were available to coastal communities for the first time in 1986.

In addition to local grants, the Coastal Program provides financial support for essential technical information and planning services provided by the SPO and Regional Planning Commissions to local governments. This effort is aimed primarily at decision-makers on the local level who are charged with the local land use regulation responsibilities.

PUBLICATIONS:

The following is a partial listing of State Planning Office publications, many of which are available from the State Data Center.

State of Maine Economic Report—bi-monthly
Natural Resources in Maine's Economy—1986
The Geology of Maine's Coastline—1983 ($5.00)
A Development Plan for Maine's Aquaculture Industry ($3.00)
River Stretches Receiving Additional Protection Under the 1983 Rivers Act—1983
The Maine Economy: A Forecast to 1995
A Preliminary Analysis of the Proposed Purchase of Electricity from Hydro Quebec
Public Access to the Maine Coast—August 1986
The Penobscot Bay Conservation Plan—March 1987
Maine Retail Sales Quarterly Report
Town Land Area
Standard Geographic Code for Minor Civil Divisions — 1982
1980 Final Census Count—Maine
Maine Coast Estuarine Sanctuary
Maine's Whitewater Rapids and Their Relevance to the Critical Areas Program
Maine Peatlands
Piping Plover Planning Report

Guide to Federal Consistency
The Economic Dimensions of Tourism in Maine—1983
Farmland Conversion in Nineteen Maine Communities—1982
Poverty in Maine, 1970-80 — March 1985
State Policies and Programs Regarding Maine's Drinking Water — 1982
Costal Choices: Deciding Our Future — 1988
Coastlinks: A Resource Guide to Maine's Marine-Related Organizations — 1988
Land Use and Cumulative Impacts of Development: A Study Summary — December 1987
An Interim Handbook on Coastal Policies, Laws and Activities — February 1988
Final Report on the Proposed Purchase of Power from Hydro-Quebec
The U.S.-Canada Free Trade Agreement: Its Effects on Maine
Report of Governor John R. McKernan, Jr.'s Tax Policy Study Commission

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PLANNING OFFICE EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	909,681	533,675			376,006	
Health Benefits	49,611	27,012			22,599	
Retirement	175,718	107,612			68,106	
Other Fringe Benefits	6,131	4,143			1,988	
Computer Services—Comm.	2,079	826			1,253	
Computer Services—State	24,826	23,139			1,687	
Other Contractual Service	280,080	161,430	29,970		88,680	
Rents	2,993	2,390	180		423	
Commodities	20,482	14,734	16		5,732	
Grants—Subsidies—Pensions	3,676,354	60,870			3,615,484	
Equipment	15,260	5,580			9,680	
Interest—Debt Retirement	1	1				
Transfers to Other Funds	43,987		1,356		42,631	
TOTAL EXPENDITURES	5,207,203	941,412	31,522		4,234,269	

LAND FOR MAINE'S FUTURE BOARD

RICHARD H. SILKMAN, CHAIRMAN
JAMES R. BERNARD, COORDINATOR

Central Office: State Planning Office, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. 38, Augusta, Maine 04333

Established: November, 1987

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 105; *Citation:* 5 M.R.S.A., Chapter 353

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Land for Maine's Future Board is to administer a $35 million bond fund to acquire land of state significance representing Maine's heritage of recreational and conservation use.

ORGANIZATION: The Board was created by referendum in November 1987 to acquire land over a four-year period. The Board overseeing the fund consists of eleven members (5 MRSA Chapter 353 §6204), six of whom are private citizens and five of whom are state agency commissioners. State agency membership consists of the Director of the State Planning Office, the Commissioner of the Department of Agriculture, Food & Rural Resources, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Conservation, and the Commissioner of the Department of Inland Fisheries & Wildlife.

PROGRAM: The Board has been meeting monthly since February 1988. The Board was charged to complete, by June 1988, an assessment of the State's public land acquisition needs. The needs assessment was composed of five parts: public participation/outreach; a review of data bases significant to acquisition; an assessment of communications from Maine citizens to the Board; creation of a map of state public lands; and a summary of existing acquisition programs.

Nine workshops were held around the state in April and May 1988 to better determine the interests and needs of the public. A questionnaire for workshop participants was developed and the results entered into a data base.

By September 1988, the Board successfully met the legislative mandate of developing a land acquisition strategy and guidelines.

All land acquired is to be of State significance and contain:

- recreation lands;
- prime physical features of the Maine landscape;
- areas of special scenic beauty;
- farmland or open space;
- undeveloped shoreline;
- wetlands;
- fragile mountain areas;
- habitat for plant or animal species or natural communities considered rare, threatened or endangered; or
- lands providing public access to recreation opportunities on the lands listed above.

A scoring system has been devised to enable LMFB to decide the priority for acquisition among proposals. The scoring system assigns points according to the relative values of five criteria: the naturalness of the land; the accessibility of the land; proximity of other state lands; land category-significance and need; and multiple values.

Based on the needs assessment process, the priorities of the LMFB for FY 1988 focus on water access lands and lands supporting vital ecological or conservation functions and values. Coequal with the lands above are recreational lands, especially those lands offering hunting and fishing opportunities or trail corridors.

PUBLICATIONS:

Land for Maine's Future Fund Strategy & Guidelines for Acquisition—September 1988
Land for Maine's Future Fund Proposal Workbook—September 1988

(OFFICE OF) PUBLIC ADVOCATE

STEPHEN G. WARD, PUBLIC ADVOCATE
WILLIAM C. BLACK, GENERAL COUNSEL

Central Office: State Office Bldg., Augusta *Telephone:* 289-2445
Mail Address: Statehouse Sta. #112, Augusta, Maine 04333

Established: June 19, 1981

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 413; *Citation:* 35-A M.R.S.A. §1701

Average Count—All Positions: 7 *Legislative Count:* 8

ACTIVITIES AND OBJECTIVES: The fundamental goals and objectives of the Public Advocate are to represent the interests of the consuming public in utility-related proceedings before the Public Utilities Commission, federal agencies and the relevant courts, and to represent the public in matters relating to workers' compensation insurance rate proceedings before the Superintendent of Insurance and the courts.

The major cases in which the office has been involved in the last twelve months have included a lengthy proceeding before the Public Utilities Commission in which Central Maine Power has requested approval of a 300 to 600 MW contract for importing electricity from Hydro-Quebec, a major rate case in which Bangor Hydro-Electric's rates, fuel costs, management efficiency and conservation programming received a thorough PUC review; and a fuel clause case in which Central Maine Power reduced fuel expense by the amount of payments to be received for equipment failures at the Maine Yankee nuclear unit during the 1987 refueling outage. Additionally, we have participated in a series of cases in Washington and Augusta pertaining to approvals for the importing of natural gas from Canada into the Northern Utilities service territory and southern Maine. At the Bureau of Insurance, the office was instrumental in securing a final decision granting an approximate 25 to 30% increase for workers' compensation premiums, as opposed to the 125% increase requested in January. Finally, we have been active before the Utilities Committee of the Legislature in testifying on behalf of the Administration on pending legislation.

SIGNIFICANT ACCOMPLISHMENTS: Our major accomplishment has been to provide consistent, professional representation for consumer interests before the Public Utilities Commission and the Bureau of Insurance through the efforts of a small, but very experienced, staff. In the twelve months ending June 30, 1988 our specific achievements include:

1. *Bangor Hydro-Electric Case.* In a major case undertaken at the PUC in January and concluded in December, we argued successfully for substantial reduction in BHE's base rates, penalties in the return on equity for BHE's inefficient management of conservation programs, a rate design that recognizes the danger of bypass BHE's system by its industrial customers and a five-year phase-in of fuel costs in a manner which reduced the impact of cogeneration contract increases to a 13% level in December 1987. The final result for residential ratepayers was a 9.89% increase overall in December, an increase that was substantially lower than the 17.3% requested by Bangor Hydro. In this case, the PUC awarded the Public Advocate $918 in attorneys fees due to BHE's failure to provide answers to written information requests—the first such award to occur in any PUC case.
2. *CMP Hydro-Quebec Case.* Responding to CMP's filing for preliminary approvals for a proposed thirty-year Hydro-Quebec contract, we intervened in the first phase of this PUC case and argued successfully that initial permission to proceed with negotiations should be granted. We are active parties in this ongoing case, on which a final certificate decision is expected in January 1989. We have filed testimony on this major power supply case, and participated in six weeks of hearings but have not yet adopted a final position on the merits of the 300-600 MW purchase.
3. *Portland Pipeline Gas Conversion.* We successfully intervened at the National Energy Board of Canada, the Economic Regulatory Administration in Washington, the Federal Energy Regulatory Commission and at the Maine Public Utilities Commission in support of required approvals for importing 25,000 MCF per day of Canadian natural gas into the Northern Utilities service territory. Over the ten-year life of this oil pipeline lease, we anticipate substantial savings to Maine ratepayers due to decreased requirements for expensive propane, LNG and out-of-state emergency purchases on the coldest days of the year. We actively participated in the adjustment and redesign of wholesale gas rates at the Federal Energy Regulatory Commission following these approvals.
4. *Northern Utilities Gas Promotion.* Because of the availability of new gas supplies from Canada and the slow growth of gas sales in an era of low oil prices, we were successful in our effort to have the PUC grant the gas company authority to undertake sales promotions for conversions (particularly for electric space heaters) to gas. This case represents the first time in recent years that the PUC has approved any marketing flexibility for the promotion of utility sales.
5. *Special Contract Rate for Sales to LCP Chemical.* Following a visit to LCP Chemical offices in New Jersey, and extensive testimony and negotiations in the Bangor Hydro rate case, we secured PUC approval for a lower rate for sales by Bangor Hydro to LCP Chemical. Based on evidence that LCP would otherwise be forced to terminate operations in Maine and that it currently provides substantial benefits, as an interruptible customer, to BHE ratepayers, we successfully argued that "business as usual" pricing of electricity in this case would impose major costs on remaining customers.
6. *Central Maine Power Fuel Clause and Maine Yankee Cases.* In simultaneous rate proceedings in Augusta and Washington for Central Maine Power and Maine Yankee Atomic Power Company respectively, we succeeded in reducing CMP's share of costs for power from Maine Yankee by $600,000, an amount corresponding to CMP's share of a $1.5 million settlement with Westingthouse Electric Corporation for equipment failure during the 1987 outage in June to August, 1987. It is our belief that these cost reductions would not have been secured for ratepayers, both in Maine and in New England generally, in the absence of our participation in the Maine Yankee proceeding at the Federal Energy Regulatory Commission and the filing of testimony by our witness.

7. *Isle au Haut Request for Telephone Service.* In April 1987 we began to assist the residents of Isle au Haut, both before the PUC and in the Community Development Block Grant application grant-writing process, in their continuing effort to obtain telephone service for the island. If all goes as planned, the island should have modern (digital) telephone service by year-end 1989.
8. *EMEC Bankruptcy Case.* In October 1987, on behalf of Eastern Maine's electric ratepayers, we intervened in one of the few utility bankruptcies filed since 1930. Eastern Maine Electric Co-op is trying to shed the burden caused by its connections to the Seabrook project.
9. *Casco Bay Ferry Study.* Along with the Department of Transportation and the PUC, we are directing a study of the effects that deregulation may have on Casco Bay ferry and freight services, to be reported back to the Legislature on January 1, 1989.
10. *Workers' Compensation Proceedings at the Bureau of Insurance.* In a rate increase request filing, decided in April 1988, we presented the testimony of three witnesses and argued for considerably lower level of workers' compensation increase, at 20%, than that requested by NCCI on behalf of insurers at 125%. The final decision incorporated many of the recommendations of our witnesses and granted a 25 to 30% increase for the voluntary and residual markets. Because no other party filed testimony recommending a lower level of rates than NCCI's 125% request, in our absence the approved rate increase could have been considerably higher.
11. *Legislation.* We proposed, argued for and saw adopted two key pieces of legislation in the Second Regular Session of the 113th Legislature: a bill for the first time authorizing electric utilities to receive a rate of return incentive for long-lived conservation investments in rate base, and a bill designating conservation measures as the preferred method of meeting new electric load requirements, with cogeneration and Canadian purchases following second and third respectively.
12. *Low-Level Radioactive Waste.* As the Governor's designee to both the Advisory Commission on Radioactive Waste and Maine's Low-Level Radioactive Waste Authority, the Public Advocate participated in state, regional and national discussions concerning the safest and most cost-effective methods for disposing of low-level radioactive waste generated in Maine.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) PUBLIC ADVOCATE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	192,943	192,943				
Health Benefits	8,868	8,868				
Retirement	30,670	30,670				
Other Fringe Benefits	1,199	1,199				
Computer Services—State	900	900				
Other Contractual Service	194,001	143,227	50,774			
Rents	500	500				
Commodities	2,431	2,431				
Equipment	8,799	8,799				
Transfers to Other Funds	16	13	3			
TOTAL EXPENDITURES	440,327	389,550	50,777			

ADVISORY COMMITTEE FOR THE DEVELOPMENT OF A RAIL TRANSPORTATION POLICY

DANA F. CONNORS, CHAIRMAN

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2551
Mail Address: Statehouse Station #16, Augusta, Maine 04333
Established: June 1, 1984 *Sunset Review Required by:*
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102L; *Citation:* Exec. Order 11, FY 84

PURPOSE: To develop and recommend State policy for future rail transportation that will adequately meet the present and future needs of Maine Industry and the State's economy. Such policy is to provide guidance to the Department of Transportation and the State Government in general in responding to anticipated rail line abandonments.

It is anticipated that a number of these lines will be the subject of petitions for abandonment within the next few years, and it is deemed necessary and prudent that the State have in place a policy to respond to such actions in a timely manner.

ORGANIZATION: Individuals to serve on the Advisory Committee include a representative of the paper industry, the Chairmen of the Joint Standing Committee on Transportation of the 111th Legislature, a representative of the Maine Municipal Association, a representative with experience in so-called shortline rail operations, a rail management person representing the larger carriers, a representative of the food processing industry, a representative of the Maine Poultry Association, a representative of the Maine potato industry, a representative of railroad labor, and the Commissioner of Transportation. The Commissioner of Transportation serves as Chairman.

The Governor's Advisory Committee for the Development of a Rail Transportation Policy for the State of Maine serves without compensation and receives staff support from the Department of Transportation. The Commissioner of Transportation receives additional support as he deems necessary from the Office of Energy Resources, the State Planning Office and the State Development Office.

PROGRAM: This Committee submitted proposed legislation to the 112th Legislature to assist railroads in the State by eliminating State sales tax on track material, to reimburse one-half the cost to maintain grade crossings and overhead bridges, and to extend the exemption on excise tax for box car leasing as well as to purchase three branch lines for $850,000.

These were passed by the Legislature, and approved by the voters in November's referendum. However, due to R/W problems, the purchase was delayed as well as enactment of the remainder of the bill.

PUBLICATIONS: Railroad Transportation Policy & Plan (full report and summary) — Free

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

MAINE COUNCIL ON VOCATIONAL EDUCATION

DAN GLOVER, CHAIRMAN
CHRISTINE SZIGETI-JOHNSON, Executive Director

Central Office: 40 Water St., Unit #1, Hallowell, ME 04347 *Telephone:* 622-4709
Mail Address: 40 Water St., Unit #1, Hallowell, ME 04347

Established: 1969 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102D; *Citation:* 1985 Exec. Order 07

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Council on Vocational Education implements all duties required by P.L. 98-524 which includes the following: (1) meet with the State Board of Education and the VTI Board of Trustees or their representatives to advise on the development of the state plan; (2) advise the State Board of Education, the VTI Board of Trustees and make reports to the Governor, the business community and the general public concerning policies which strengthen vocational education and foster private sector initiatives to modernize vocational education programs; (3) analyze and report on the distribution of spending for vocational education as well as on the availability of vocational education activities and services within the state and assess the distribution of financial assistance under the Act, particularly the distribution between secondary and postsecondary programs; (4) consult with the State Board of Education and the VTI Board of Trustees on evaluation criteria for vocational education programs in the state; (5) emphasize and assess the participation of local employers and labor unions in the provision of vocational education at the local levels; (6) assess equal access to vocational programs and report to the State Board of Education; (7) evaluate and make recommendations to the governor, the State Board of Education, the VTI Board of Trustees, the Maine Job Training and Coordinating Council, and the Secretaries of Education and Labor regarding the Job Training Partnership Act, with particular attention to the adequacy and effectiveness of the coordination between JTPA and vocational education.

ORGANIZATION: The members of the Maine Council on Vocational Education are appointed by the Governor. P.L. 98-524 mandates thirteen members, seven from the private sector. The staff consists of the executive director and the associate executive director.

PROGRAM: During FY '88 the Maine Council on Vocational Education's (MCVE) major activities included: holding public meetings; monitoring the progress of vocational education legislation in the Maine Legislature; continuing visits by members and staff to Maine's vocational schools; and monitoring activities of organizations involved with or studying vocational education. MCVE also brought together members of the business community to discuss business-education partnerships with members of the Maine Vocational Technical Institute System Board of Trustees and the State Board of Education, and prepared its 1988 Annual Report.

PUBLICATIONS:
1987 Coordination Report Between Vocational Education and JTPA Agencies
1987 Annual Report

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive financial data relative to this unit.

DEPARTMENT OF FINANCE

JEAN E. MATTIMORE, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse Station #78, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114; *Citation:* 5 M.R.S.A., Sect. 287

Average Count—All Positions: 708 *Legislative Count:* 612

Organizational Units:
Administrative Services Division
Bureau of the Budget
Bureau of Accounts and Control
Bureau of Alcoholic Beverages
Bureau of Lottery
Bureau of Taxation
Board of Emergency Municipal Finance
State Claims Commission
State Liquor Commission
State Lottery Commission
Advisory Council on Deferred Compensation Plans

PURPOSE: The Department of Finance is the principal fiscal agency of Maine State Government.

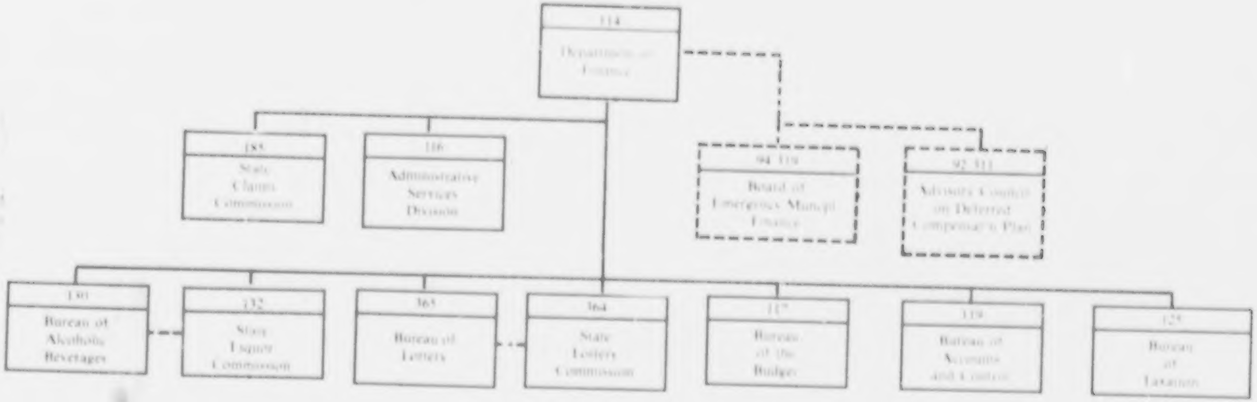
ORGANIZATION: An organizational chart is provided in this report.

PROGRAM: The program of the Department is implemented through its component units.

PUBLICATIONS: Several publications are available through component units.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF FINANCE
UMB 08


114
Department of Finance
185
State Claims Commission
116
Administrative Services Division
94 119
Board of Emergency Municipal Finance
92 311
Advisory Council on Deferred Compensation Plan
130
Bureau of Alcoholic Beverages
132
State Liquor Commission
365
Bureau of Lotteries
364
State Lottery Commission
117
Bureau of the Budget
119
Bureau of Accounts and Control
125
Bureau of Taxation

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF FINANCE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,748,739	6,672,046		51,811		5,024,882
Health Benefits	852,724	444,188		1,636		406,900
Retirement	2,126,309	1,221,314		3,846		901,149
Other Fringe Benefits	74,077	43,279		227		30,571
Computer Services—State	1,463,064	1,157,916		72		305,076
Other Contractual Service	3,929,521	1,575,364		17,543		2,336,614
Rents	862,269	67,833				794,436
Commodities	431,590	72,859		1,346		357,385
Grants—Subsidies—Pensions	10,001,535	6,237,765	3,584,288	12,006		167,476
Equipment	62,742	62,742				
Interest—Debt Retirement	2,334	775		2		1,557
Transfers to Other Funds	16,309,232	15,971,785		2,346		335,101
TOTAL EXPENDITURES	47,864,136	33,527,866	3,584,288	90,835		10,661,147

DEPARTMENT OF FINANCE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	117,683	117,683				
Health Benefits	4,189	4,189				
Retirement	5,462	5,462				
Other Fringe Benefits	1,547	1,547				
Computer Services—State	1,408	1,408				
Other Contractual Service	13,763	13,763				
Rents	173	173				
Commodities	793	793				
Grants—Subsidies—Pensions	787	787				
Transfers to Other Funds	15,971,785	15,971,785				
TOTAL EXPENDITURES	16,117,590	16,117,590				

BUREAU OF ACCOUNTS AND CONTROL

DAVID A. BOURNE, STATE CONTROLLER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3781
Mail Address: Statehouse Sta. #14, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 119; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 60 *Legislative Count:* 56.5

PURPOSE: The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

ORGANIZATION: The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance. The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Finance subject to the approval of the Governor.

PROGRAM: The Bureau is an administrative agency responsible for maintaining central accountability for all State expenditures and financial transactions. It examines all bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The Controller's office maintains the official financial records for all agencies and programs administered by the State except for certain quasi-governmental units. A financial report is prepared each year and is subject to audit by independent certified public accountants on a quadrennial basis.

PUBLICATIONS:

State of Maine Financial Report (free).

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,113,378	1,113,378				
Health Benefits	72,564	72,564				
Retirement	200,749	200,749				
Other Fringe Benefits	6,981	6,981				
Computer Services—State	330,526	330,526				
Other Contractual Service	91,008	91,008				
Rents	37,388	37,388				
Commodities	18,723	18,723				
Grants—Subsidies—Pensions	3,575	3,575				
Equipment	14,738	14,738				
Interest—Debt Retirement	743	743				
TOTAL EXPENDITURES	1,890,373	1,890,373				

DIVISION OF ADMINISTRATIVE SERVICES

DAVID S. CAMPBELL, DIRECTOR

Central Office: State Office Bldg., Room 413 *Telephone:* 289-2931
Mail Address: Statehouse Sta. #67, Augusta, Maine 04333
Established: July 1977 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 116; *Citation:* 5 M.R.S.A., Sect. 282
Average Count—All Positions: 15 *Legislative Count:* 15

PURPOSE: The Administrative Services Division was established to provide consolidated administrative and financial management services for the Department of Finance. The division is authorized to provide administrative and financial management support and services to all bureaus of the Department of Finance. The bureaus within the Department and provided this support are Accounts and Control, Alcoholic Beverages, Budget, Lottery, Taxation, and State Claims Board.

ORGANIZATION: The Administrative Services Division was established by statute on July 1, 1977. The Division is responsible to the Commissioner of Finance.

PROGRAM: The technical assistance and support provided bureaus within the Department of Finance include accounting, auditing and budgetary functions, and departmental personnel functions.

PUBLICATIONS:
Affirmative Action Plan — (Free)
Department Employee Information Booklet — (Free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	320,912	320,912				
Health Benefits	20,609	20,609				
Retirement	63,939	63,939				
Other Fringe Benefits	2,610	2,610				
Computer Services—State	8,873	8,873				
Other Contractual Service	12,048	12,048				
Commodities	3,511	3,511				
Grants—Subsidies—Pensions	730	730				
Equipment	3,616	3,616				
TOTAL EXPENDITURES	436,848	436,848				

BUREAU OF ALCOHOLIC BEVERAGES

GUY A. MARCOTTE, DIRECTOR

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333
Established: 1933 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 130; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 259 *Legislative Count:* 260

PURPOSE: The Bureau of Alcoholic Beverages was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor, with the advice and consent of the Council, for terms of three years; the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective in 1934, which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages.

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its Enforcement Division were transferred to the newly-created Department of Public Safety.

PROGRAM: The Bureau of Alcoholic Beverages has continued to convert its network of stores to self-service types, and existing stores have been re-located to better serve the consumers in five (5) areas of the State. As a result of recently enacted legislation, the Bureau plans to have an additional discount liquor store on the south-bound lane in Kittery operational by July of 1988.

State of the Art Computerized cash registers were purchased and placed on-line October 9, 1986.

Our credit card program has been expanded to accept American Express and in-store merchandising programs have been stepped up in order to stabilize sales that have been on a decline nationwide.

LICENSES, PERMITS, ETC.:

License:
- Class I. Spirituous, Vinous and Malt Beverages
- Class II. Spirituous Only
- Class III. Vinous Only
- Class IV. Malt Beverages Only
- Class VI. Club, Without Catering Privileges—Spirituous, Vinous & Malt Beverages

Permit:
- Certificate of Approval for Wine, Beer
- Alcohol
- Catering

PUBLICATIONS: Rules and regulations supplementing the new law are available.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ALCOHOLIC BEVERAGES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,284,257					4,284,257
Health Benefits	355,392					355,392
Retirement	773,783					773,783
Other Fringe Benefits	25,162					25,162
Computer Services—State	288,742					288,742
Other Contractual Service	1,071,363					1,071,363
Rents	725,897					725,897
Commodities	292,176					292,176
Grants—Subsidies—Pensions	132,666					132,666
Interest—Debt Retirement	801					801
Transfers to Other Funds	219,614					219,614
TOTAL EXPENDITURES	8,169,853					8,169,853

BUREAU OF THE BUDGET

G. WILLIAM BUKER, STATE BUDGET OFFICER
RICHARD R. ERICSON, DEP. STATE BUDGET OFFICER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2881
Mail Address: Statehouse Sta. #58, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 117; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 12 *Legislative Count:* 13

PURPOSE: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance, for carrying out State budget laws.

ORGANIZATION: The Bureau of the Budget is a departmental division, headed by a State Budget Officer appointed by the Commissioner.

PROGRAM:

Budget Process. Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government, and corporations and associations desiring to receive State funds under provisions of law, prepare and submit to the Bureau estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium.

Upon receipt of the budget estimates submitted, the Bureau, in conjunction with the Governor-elect or the Governor, reviews the budget estimates, adjusting them as deemed necessary. The Bureau, at the direction of the Governor-elect or the Governor, then prepares a State Budget Document which must be transmitted to the Legislature.

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium. The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State government for the ensuing biennium; 2) detailed budget estimates, both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

Work Program. After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor.

State Cost Allocation Program. The Bureau of the Budget represents the State of Maine in preparing a Consolidated Cost Allocation Plan and in negotiating the allocation of dollars in identified State central service costs to State operating agencies. The allocation of approved central service costs is through the medium of an Indirect Cost Proposal prepared by State departments and submitted through the Bureau to the appropriate cognizant federal agency. The Bureau also establishes for each department an indirect cost rate to identify central service costs which benefit each agency.

Maine State Government Annual Report. As part of its function to study and report on the organization and administration of State Government, the Bureau of the Budget designed the format for, gathers the data from State agencies, edits, assembles and produces the Maine State Government Annual Report in accordance with statutory mandate.

PUBLICATIONS:

State Budget Document

Maine State Government Annual Report. Available from the Department of Administration, Bureau of Purchases, Central Printing Division, Statehouse Station #9, Augusta.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	330,411	330,411				
Health Benefits	15,072	15,072				
Retirement	72,535	72,535				
Other Fringe Benefits	1,133	1,133				
Computer Services—State	50,668	50,668				
Other Contractual Service	12,257	12,257				
Commodities	1,599	1,599				
TOTAL EXPENDITURES	483,675	483,675				

STATE CLAIMS COMMISSION

PETER K. BALDACCI, CHAIRMAN
RONALD M. ROY, Chief Counsel & Clerk

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-4032
Mail Address: Statehouse Sta. #49, Augusta, Maine 04333
Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 08; *Unit:* 185; *Citation:* 23 M.R.S.A., Sect. 152
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The State Claims Commission was established to assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine. The primary responsibilities of the Commission are to conduct hearings relative to real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation, removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and by the Maine Turnpike Authority, and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove of certain claims against the State or any of its agents, which are not submitted under specific statutory provisions, and which do not exceed the sum of $2,000.00 for each claim.

ORGANIZATION: Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under the Act Affecting the Organization of the Department of Business Regulation, effective September 23, 1983, the Board was placed under the supervision and direct control of the Commissioner of Finance and Administration.

The Land Damage Board whose name was statutorily changed to the State Claims Board and most recently to the State Claims Commission consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Commission is appointed for each hearing or series of hearings within the County where the land is situated. He or she must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Commission.

PROGRAM: The State Claims Commission scheduled 142 cases for hearings during FY 88. There were 21 land damage cases which were settled prior to hearings. There were 79 cases heard before the Commission, 75 of the cases were land damage cases and 4 state claims, and there were 42 cases that were continued. There were also 56 additional land damage cases that were received but settled and, therefore, hearings were not required.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE CLAIMS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	51,811			51,811		
Health Benefits	1,636			1,636		
Retirement	3,846			3,846		
Other Fringe Benefits	227			277		
Computer Services—State	72			72		
Other Contractual Service	17,543			17,543		
Commodities	1,346			1,346		
Grants—Subsidies—Pensions	12,006			12,006		
Interest—Debt Retirement	2			2		
Transfers to Other Funds	2,346			2,346		
TOTAL EXPENDITURES	90,835			90,835		

STATE LIQUOR COMMISSION

JAMES GIBBONS, CHAIRMAN
EDWIN W. BOWDEN, COMMISSIONER
EARLE L. INGALLS, COMMISSIONER

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333
Established: 1934 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 132; *Citation:* 28 M.R.S.A., Sect. 51
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Commission has the following powers and duties: general supervision of manufacturing, importing, storing, transporting and sale of all liquors and to make such rules and regulations as they deem necessary for such purpose and to make rules and regulations for the administration, clarification, carrying out, enforcing, and preventing violation of all laws pertaining to liquor; which rules and regulations have the force and effect of law, unless and until set aside by some court of competent jursidiction or revoked by the Commission; control and supervision of the purchase, importation, transportation and sale of alcohol for industrial use, for laboratories in schools, colleges, and state institutions, to hospitals for medical use therein, to licensed pharmacists for use in compounding prescriptions, and to any physicians, surgeons, osteopaths, chiropractors, optometrists, dentists or veterinarians for medicinal use only; authority to buy and have in their possession wine and spirits for sale to the public. Such purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Comissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933 consisting of three members appointed by the Governor, with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement function, assigned to its informal Enforcement Division was transferred to the newly-created Department of Public Safety. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature.

PROGRAM: The State Liquor Commission authorized the establishment of agency liquor stores in municipalities having no state store, and examined some locations. Furthermore, the Commission conducted appeal hearings for license applicants who were originally not approved by town officials. The Commission also conducted hearings for liquor vendors desiring to have new items listed by the Commission, and informed vendors of items to be delisted after reasonable notice, due to poor public acceptance.

LICENSES, PERMITS, ETC.: See those listed with the Bureau of Alcoholic Beverages.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Alcoholic Beverages.

STATE LOTTERY COMMISSION

WILLIAM L. VARNEY, CHAIRMAN

Central Office: 73 Winthrop Street, Augusta *Telephone:* 289-2081
Mail Address: Statehouse Sta. #30, Augusta, Maine 04333
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 364; *Citation:* 8 M.R.S.A., Sect. 373
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes; to make recommendations and set policy for State lotteries; to approve or reject reports of the State Lottery Director; and to transact other business that may be properly brought before it.

ORGANIZATION: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the State Lottery Director. The Commission consists of five members appointed by the Governor, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January 1974.

PROGRAM:
(See Bureau of Lottery Annual Report).

LICENSES, PERMITS, ETC.
(See Bureau of Lottery Annual Report).

PUBLICATIONS: (See Bureau of Lottery Annual Report).

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $3,323.40 in FY 88 and are, by administrative decision, included with those of Bureau of Lottery.

BUREAU OF LOTTERY

WALLACE G. SOULE, JR., DIRECTOR
PAMELA COUTTS, Deputy Director

Central Office: 73 Winthrop Street, Augusta *Telephone:* 289-2081
Mail Address: Statehouse Sta. #30, Augusta, Maine 04333
Established: July 1, 1986 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 365; *Citation:* 8 M.R.S.A., Sect. 372
Average Count—All Positions: 39½ *Legislative Count:* 39½

PURPOSE: The Director is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

ORGANIZATION: 1987 P.L. #505 provides that the Director shall be appointed by the Commissioner of Finance and shall serve at the pleasure of the Commissioner of Finance. The Director acts as both chief administrative officer of the Bureau of Lottery and executive secretary of the Commission.

PROGRAM: The Maine State Lottery had its most successful year ever in Fiscal Year 1987-1988. The Lottery's contribution to the State Treasury was $27,266,281.51; a 49.8% increase over FY 1986-1987 total of $18,205,948.

In addition to the money turned over to the State, more than $41,300,000 in prize money was paid to Maine winners and was disbursed to ticket agents. Maine had 12 Megabucks winners in FY 87-88. Of these, seven people won more than $1,000,000, including a woman who won $6,540,000, Maine's largest jackpot for the year.

Early in 1988, focus panel research was conducted for the Tri-State Commission to provide information about the effectiveness of our advertising.

Total sales increased to a record high of over $82,400,000, up 42% over the previous fiscal year. One factor contributing to the increased sales was the addition of approximately 50 on-line computer terminals throughout the state, bringing the total number of terminals to 848.

Since its inception in 1974, the Maine State Lottery has contributed more than $78,000,000 to the State's General Fund benefiting all the people of Maine.

LICENSES, PERMITS, ETC.

Lottery sales agent; licensing

1. Factors. A license as an agent to sell lottery tickets or shares may be issued by the Director to any qualified person. Before issuing such license, the Director shall consider such factors as:

A. The financial responsibility and security of the person and his business or activity;
B. The accessibility of his place of business or activity to the public;
C. The sufficiency of existing licensees to serve the public convenience; and
D. The volume of expected sales.

PUBLICATIONS:

1. *Annual Report* (Fiscal Year 1986-1987)—available to general public free of charge until supplies are depleted.
2. *Ticket Talk Newsletters*—monthly newsletters sent to ticket agents. Free to public until supplies are depleted.
3. Information Kit which includes general information and historical background on Maine State Lottery. Available free of charge until supplies are depleted.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LOTTERY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	740,625					740,625
Health Benefits	51,508					51,508
Retirement	127,366					127,366
Other Fringe Benefits	5,409					5,409
Computer Services—State	16,334					16,334
Other Contractual Service	1,265,251					1,265,251
Rents	68,539					68,539
Commodities	65,209					65,209
Grants—Subsidies—Pensions	34,810					34,810
Interest—Debt Retirement	756					756
Transfers to Other Funds	115,487					115,487
TOTAL EXPENDITURES	2,491,294					2,491,294

BUREAU OF TAXATION

STEPHEN J. MURRAY, ACTING STATE TAX ASSESSOR

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333

Established: April 2, 1931 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 125; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 235 *Legislative Count:* 223

Organizational Units:

State Tax Division
Audit Division
Enforcement Division
Operations Division
Research Division
Appellate Division

PURPOSE: The Bureau of Taxation was established to collect revenues necessary to support Maine state government through the assessment of taxes as required by law, and to improve the administration of tax laws in Maine at both state and local levels. The Bureau, through the State Tax Assessor, is empowered to assess and collect the following state taxes: Sales and Use Taxes, Individual and Corporate Income Taxes, Motor Fuel Taxes, Estate Taxes, Business Taxes, Cigarette and Tobacco Taxes, Special Industry Taxes, and Property Taxes in the Unorganized Territory. In addition, the Bureau administers the Elderly Householders Tax and Rent Refund Act, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Suppression Fund Excise Tax, administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low Cost Drug Program.

ORGANIZATION: The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance, under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

Duties of the Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance and Estate Taxes in 1947, Sales and Use Taxes in 1951 and Individual and Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax and Rent Refund Act of 1971 was assumed by the Bureau in 1972. Also in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Finance appoints the State Tax Assessor, subject to confirmation by the Governor. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. The Bureau's present organization plan provides for a State Tax Division, Operations Division, Audit Division, Enforcement Division, Research Division, and Appellate Division.

PROGRAM:

State Tax Division. The Division has four sections as follows:

Sales and Use Tax Section. Revenue from sales tax, rental tax, use tax, interest and penalties for the fiscal year ending June 30, 1988 was $491,935,557.

Sales tax refunds provided to commercial farmers and commercial fishermen for purchases of depreciable machinery and equipment totalled $61,017 for the fiscal year ending June 30, 1988. Exemption cards were issued to 652 farmers and fishermen during the fiscal year ended June 30, 1988.

Estate and Inheritance Tax Section: Assessments for the fiscal year ending June 30, 1988 totaled $11,912,753.

Excise Tax Section: Total net assessments for the fiscal year ending June 30, 1988 were: Motor Fuel Taxes—$100,112,956; Business and Special Industry Taxes—$62,965,343; Cigarette and Tobacco Taxes—$41,690,781.

Income Tax Section: Net assessment of corporate income tax for the fiscal year ending June 30, 1988, was $76,544,767. Net assessment of the individual income tax for the same period was $509,105,808.

The Income Tax Section also administers the Elderly Householders Tax and Rent Refund Program and certifies eligibility for the Elderly Low Cost Drug Program. For the fiscal year ending June 30, 1987, 18,145 tax and rent refund applications were approved for a total amount refunded of $5,179,454 and 14,794 low cost drug cards were issued for the 1987 program year.

Operations Division. The Operations Division is principally responsible for certain business services, systems analysis, design and operation and property tax activities.

Business Services Section: Provides mail processing, revenue accounting, data entry services, office supplies and equipment and a central file facility. Seasonal and intermittent employees are utilized to assist with peak workloads both in data entry and mail processing functions. Second shift operations are also important in providing efficient service concerning the processing of peak income tax return workloads.

Computer Services Section: Designs, maintains and controls the Bureau's computerized systems. Emphasis on the efficient use of computer systems is continuing.

A Wang word processing system which uses the Attorney General's Wang mainframe has been upgraded with an additional terminal and printer. The operating system on the Wang mainframe has been upgraded giving additional capability and speed. A collections system has been installed on the IBM mainframe and is being utilized by the Enforcement Division for telephone collections. An upgrade to a TRACE version, specifically designed to allow multiple liabilities in a taxation environment, is planned for FY 1989. A CP-2000 system on the IBM will be completed in FY 1989 giving the Federal Enforcement Unit the capability of pursuing collection of additional Maine tax resulting from Federal adjustments. Newly legislated 1040 rebates and property tax circuit breaker laws are being implemented with rebate checks to be mailed in August 1988 and circuit breaker applications to be accepted between August 1, 1988 and October 15, 1988. All positions in the staff remain filled and general operations proceed with efficiency.

Property Tax Section: The Section maintained approximately 18,000 property record accounts including valuation update of each property account, tax map changes, tax billings, lien procedures and Spruce Budworm Tax assessment on 366,781 acres.

The computerized property tax records were updated throughout the tax year.

The Section completed field studies of the 491 cities, towns and plantations for the 1987 and 1988 State Valuation Programs using the computerized sales ratio program developed in 1976. Field staff personnel performed approximately 3,500 residential appraisals for supplementing the sales ratio data information bank and conducted or maintained 58 appraisals of large industrial/commercial complexes throughout the State.

The four basic courses in Property Tax Assessment Administration were updated and 11 courses were presented throughout the State in 7 locations with total attendance of 160 student assessors. The Annual Assessor's School was held at the University of Maine at Orono. More than 230 school registrants enrolled in the basic courses, review course, and advanced courses. Certification examinations were offered on four occasions at various locations to a total of 91 applicants. The Section also provided assistance to municipal assessors in setting tax rates, completing commitments, interpreting Property Tax Law and in the use of appraisal techniques.

For FY 88, the Section was also responsible for determining eligibility amounts and drafting payment authorizations for State reimbursements to municipalities as follows:

Tree Growth Reimbursement	$547,729.61
Veterans Reimbursement	235,760.15
Total	$783,489.76

Section tax revenues for the fiscal year are as follows:

Property Tax Section
1987-88

Unorganized Territory:	
Real Property Tax*	$ 144,474
Personal Property Tax*	97,572
Motor Vehicle Excise Tax	380,346
Watercraft Excise Tax	13,410
Real Estate Transfer Tax	13,874,217
Commercial Forestry Excise Tax	2,975,406
Spruce Budworm Management Fund Tax**	9,927
Telecommunications Property Tax	16,131,389
Interest & Penalties	23,143
Total	$33,649,884

*Property tax revenues consist of supplemental assessments for calendar year 1987. Due to a change in revenue recognition, the property assessments for calendar year 1988 have been recorded as revenue in July 1988 which is within the State's fiscal year 1989.

**Revenue in the Spruce Budworm Management Fund consists of adjustments only. No tax was assessed in FY 1988.

Appellate Division. The Appellate Division was established February 1, 1988. It serves the State Tax Assessor with respect to his statutory responsibilities and authority to take final agency action on all taxpayer petitions for reconsideration of assessments, denials of claims for refund, petitions for abatement, denials and revocations of exemption certificates and licenses issued by the Bureau of Taxation. The Division conducts informal conferences requested on reconsideration petitions; determines the timeliness of petitions; and drafts decisions of the State Tax Assessor, including decisions to cancel any tax which has been levied illegally and to abate—subject to approval of the Governor—all or any part of any tax assessed by the State Tax Assessor, if justice requires. The Division functions to promote uniformity and consistency in administration of the tax laws in accordance with Constitutional requirements, statutes, regulations, court decisions, Attorney General's opinions and administrative practices. The Appellate Division operates independently from all other divisions in the Bureau and is directly responsible to and subject only to direction of the State Tax Assessor.

Enforcement Division. This Division was established in 1986 in order to consolidate state tax enforcement and compliance efforts; thereby assuring a systematic and efficient program of tax enforcement. In addition to generating additional revenue, aggressive and conspicuous enforcement activities maintain the public's confidence in the equity and uniformity of the State's tax programs.

Delinquent Accounts Section: This section has responsibility for the collection of all unpaid accounts. Programs are administered which utilize both routine collection procedures and the judicious application of several forceful statutory provisions which are available to ensure payment of state tax liabilities.

Enforcement Section: This section consists of two units with responsibility for pursuing and investigating nonfilers of state tax returns. The Federal Enforcement Unit utilizes information developed through a Federal/State Exchange Program to assess taxpayers who have not reported results of Federal Income Tax audits to the State or who have not filed State returns. The following statistics summarize this unit's activity for the fiscal year ending June 30, 1988.

Assessments:	5,580	$1,454,500
Demands:	2,231	1,343,405
Total:	7,811	$2,797,905

The Criminal Unit develops and utilizes internally-generated resources to detect nonfilers for the various tax systems. Delinquency investigations may result in the use of the State's subpoena and summons authority as well as the State Tax Assessor's authority to execute tax returns under 36 M.R.S.A. section 141 in aggravated cases of nonfiling of returns. This unit also assists in the development of information required by the Criminal Division of the Attorney General's office with regard to the White Collar Crime Program concerning the nonfiling of Maine Income Tax Returns. For Fiscal Year 1988, this unit completed eight successful prosecutions for unsworn falsifications and failure to pay use tax on purchases of motor vehicles. In addition, five successful prosecutions were obtained for failure to file and failure to pay personal income taxes. There are still nine motor vehicle use tax cases and five personal income tax cases accepted by the Attorney General's office for future prosecutions.

Audit Division. The Audit Division coordinates field audits for sales, income, motor fuel and business taxes. It provides field support to the Enforcement and State Tax Divisions. In addition, the Audit Division provides taxpayer assistance and education through its field contacts with taxpayers.

Audit Statistics for Fiscal Year Ending June 30, 1988

Audit Assessments	$10,549,942	
Miscellaneous Collections	798,165	
Total		$11,348,107

Research Division. This division is responsible for the technical support functions of new and existing tax programs. It conducts administrative studies and studies of tax expenditures. Statistical analyses are maintained for certain state taxes, and estimates of revenues are prepared for current and proposed tax systems. Techniques and materials are developed for the conduct of tax administration procedures and the training of personnel. Technical information is furnished to taxpayers, government officials and others concerning the application of Maine tax law. The division also researches the precepts and financial effects of tax legislation and coordinates the rule-making authority of the Bureau.

LICENSES, PERMITS, ETC.:

Blueberry: Annual license—Processor and/or Shipper.
Potato Tax: Permanent Certificate—Shipper.
Sardine Tax: Permanent Certificate—Packer.
Special Fuel:
  Special Fuel Tax License—Permanent
  Special Fuel Suppliers License—Permanent.
  Special Fuel Registered Suppliers License.
Gasoline:
  Distributors Certificate—Permanent.
  Exporters Certificate—Permanent.
  Importers Certificate—Permanent.
Cigarettes and Tobacco:
  Distributors Annual Cigarette License.
  Wholesale Dealers Annual Cigarette License.
  Nonresident Distributors Annual Cigarette Licenses.
  Distributors Annual Tobacco Products License.
  Unclassified Importers Annual Tobacco Products License.
Sales and Use Tax Registration.
Certified Maine Assessor Certificate.
Certified Assessment Technician Certificate.

PUBLICATIONS:

Bulletins and pamphlets which describe the various tax laws and regulations are available free of charge.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TAXATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,789,662	4,789,662				
Health Benefits	331,754	331,754				
Retirement	878,629	878,629				
Other Fringe Benefits	31,008	31,008				
Computer Services—State	766,441	766,441				
Other Contractual Service	1,446,288	1,446,288				
Rents	30,272	30,272				
Commodities	48,233	48,233				
Grants—Subsidies—Pensions	9,816,961	6,232,673	3,584,288			
Equipment	44,388	44,388				
Interest—Debt Retirement	32	32				
TOTAL EXPENDITURES	18,183,668	14,599,380	3,584,288			

FINANCE AUTHORITY OF MAINE

J. GREGORY FREEMAN, CHAIRMAN
STANLEY O. PROVUS, CHIEF EXECUTIVE OFFICER

Central Office: 83 Western Ave., Augusta *Telephone:* 623-3263
Mail Address: P.O. Box 949, Augusta, Maine 04330

Established: 1983 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 457; *Citation:* 10 M.R.S.A., Sect. 964

Average Count—All Positions: 20 *Legislative Count:* 0

PURPOSE: The Finance Authority of Maine, an independent State agency, was created by an Act of the Maine State Legislature in 1983 to assist business development and create new employment opportunities throughout Maine. In part, the Authority accomplishes this by working cooperatively with the State's lending community to develop and implement new financial services for Maine's business community.

The Authority has a wide array of existing programs, ranging from traditional loan insurance for both small and larger Maine businesses, to project grants for research and technological innovation. Moreover, FAME has recently introduced two unique new financing programs which will help Maine businesses access long-term, fixed-rate financing. In addition, the Authority continues to develop new financial services which are aimed at helping Maine business start up, expand or compete more effectively in an increasingly competitive world and national marketplace.

If you would like more information about the Finance Authority of Maine and its programs, please call or write the Authority.

ORGANIZATION: The Finance Authority of Maine (FAME) was created during the First Regular Session of the 111th Legislature. FAME incorporates three former state loan agencies and adds a new dimension to the State's financial assistance programs, that of natural resource financing. The Authority is also responsible for developing new financial programs and services to better meet the needs of business, both large and small, throughout the State. The three former agencies folded into FAME are the Maine Guarantee Authority, the Maine Small Business Loan Authority and the Maine Veterans' Small Business Loan Authority. FAME currently receives limited appropriations for business and natural resource development. It is envisioned that FAME will become a self-supporting agency that derives its operating funds from mortgage insurance fees, service and application fees charged in connection with the issuance of taxable and tax-exempt bonds, as well as insurance premiums and fees generated from other financial assistance offered by the Authority.

The Finance Authority of Maine is overseen by a thirteen member Board of Directors. The Board has the following makeup:

—two veterans from the Maine Veterans Small Business Loan Board
—two members from the Natural Resources Financing & Marketing Board
—one Certified Public Accountant
—one attorney
—three members-at-large
—three state members to include the Commissioner of the Department of Economic and Community Development, a natural resource commissioner and the State Treasurer.

Members are appointed by the Governor and are subject to review by the joint standing committee of the Legislature having jurisdiction over Economic Development and subject to confirmation by the Legislature. Each member-at-large serves for a term of four years. A Chief Executive Officer is appointed by the Governor to supervise and direct the administrative and technical activities of the Authority.

As organized, FAME consists of two broad divisions—Business Development and Natural Resources. These divisions are supported by an Office of General Counsel, Marketing and Communications, Finance and Administration.

PROGRAM:

Commercial Loan Insurance Program. The Commercial Loan Insurance Program is designed to promote economic development by providing business borrowers, who exhibit a reasonable ability to repay a loan, access to capital that would otherwise be denied by a lender due to an unacceptable level of credit risk.

Through this program, FAME will insure up to 90% (not to exceed $7,000,000 for most projects or $2,500,000 for recreational projects) of a commercial loan. Loan proceeds may be used for purchase of, and improvements to, real estate, fishing vessels and machinery and equipment. Loan insurance may not be used to insure construction loans, housing projects, or for refinancing existing debt as a primary purpose. There are also certain limitations on loan insurance for projects with greater than 25% retail or 35% office space.

The program works in cooperation with local lending institutions and bond underwriters.* Lenders originate loans, provide construction or interim acquisition financing without loan insurance, maintain at a minimum 10% of the loan uninsured and service the entire loan. *(FAME insured loan bond issues are typically rated AA1 by Moody's and AA by Standard and Poor.)

Eligibility Criteria

- The borrower must demonstrate loan repayment ability.
- The business must be located in the State.
- Collateral must be sufficient to meet loan to value standards of the Authority.
- The project must demonstrate public benefit; for example, job creation, increase in municipal tax base, etc.

Small Business Loan Insurance Program. Similar to FAME's Commercial Loan Insurance Program, the Small Business Program is designed to specifically help those small businesses that cannot obtain conventional financing. FAME insurance provides additional security to financial institutions while encouraging greater lending activity to Maine's small businesses. Under this program, FAME can insure up to 85% of a loan to maximum loan insurance exposure of $500,000. If the borrower is an eligible Maine veteran, FAME's maximum exposure increases to $600,000.

Most prudent business activities (lines of credit included) are eligible. To participate in the Small Business Loan Insurance Program, a business must employ 20 or fewer employees or have gross annual sales of less than $2.5 million.

Taxable and Tax-Exempt Credit Enhancement Bond Programs. In an effort to assist more Maine businesses, FAME has implemented two unique credit enhancement programs. These programs work to help Maine business attract long-term, fixed-rate financing. These credit enhancement programs are two of the first of their kind in the nation. They provide Maine business with financing formerly available to only "Fortune 500 Companies." These programs include:

SMART-E Bond Program. The SMART-E Bond Program is a tax-exempt, fixed asset financing program for manufacturing facilities. Assets that can be financed with loan proceeds include land and depreciable assets.

FAME will finance up to 90% of a loan by grouping it with other similar loans and selling tax-exempt bonds to finance the loans. To attract favorable interest rates, each loan in the group will be insured by FAME or a combination of FAME and a letter of credit; or by other comparable insurance.

The program benefits borrowers by providing a low, fixed interest rate on 90% of a loan for up to 15-20 years. Variable rates may also be available in the future depending on demand. The interest rates are lower than conventional commercial credit because interest paid to the buyers of the bonds is tax exempt. This savings is passed along to borrowers.

The program works in cooperation with local lending institutions and bond underwriters who must originate loans, provide construction or interim acquisition financing, and agree to maintain, at minimum, 10% of a loan uninsured and service the entire loan for the life of the loan. Lenders may also be required to provide a letter of credit insuring payment on a portion of the loan. Borrowers will maintain their normal banking relationship making monthly payments to their lenders.

Applicants for this program must demonstrate a strong likelihood that they will be able to repay the loan. The maximum size loan under this program is $7,000,000.

SMART Bond Program. This program is similar to the Authority's SMART-E Bond Program. It is available (with some exceptions) to those businesses who are not eligible for tax exempt financing. The process begins when a lending institution provides a Maine based business with a loan commitment for acquisition of real estate, equipment, or other fixed assets. After a review of the loan application, FAME will commit to insure up to 90% of the loan, and will also agree to purchase the insured portion of the loan upon completion of construction or upon acquisition of the machinery or equipment.

FAME then groups the purchased portion of the loan with other loans to form a pool of insured loans which is then sold to private investors.

Because of the high credit rating associated with FAME's loan insurance, the bond becomes a marketable security which will sell at favorable fixed rates. Subject to market conditions, these bonds are generally sold at 1.25% over comparable term treasury bonds. However, since the lending institution is required to retain, at a minimum, 10% of the loan, the borrower will actually pay a "blended rate" based on the combination of the portion of the loan held by the lender and the portion sold through FAME. The rate and term on the portion of the loan retained by the lender is negotiated between the borrower and the lender.

Throughout the process, the borrower will continue to work with the lender. The lender will continue servicing the entire loan and, in addition, maintain a direct relationship with the borrower.

Applicants for this program must demonstrate a strong likelihood that they will be able to repay the loan. The maximum size loan under this program is $7,000,000.

Industrial Development Bond Program. The Tax Reform Act of 1986 has significantly changed the State's Industrial Development Bond Program. These changes include certain limitations on the State's tax-exempt bond ceiling and the types of projects which may be financed. The SMART and SMART-E Bond Programs mentioned earlier have, in large part, replaced the old Industrial Revenue Bond Program for Maine businesses.

Municipal Securities Approval Program. Maine municipalities are empowered, with the approval of FAME, to issue tax-exempt Industrial Revenue Bonds to finance any project authorized under the United State's Internal Revenue Code, Section 103, (now limited to manufacturing facilities and exempt projects such as solid waste disposal projects) except retail stores and office space. Proceeds from the sale of municipal Industrial Revenue Bonds may be used for land, land improvements, labor materials, machinery and equipment, financing and interest charges, engineering, legal services, surveys, cost estimates and studies.

The advantage of this type of financing lies in the relatively low borrowing rates it affords. The specific rate is determined by a number of factors, including the bond markets, the credit worthiness of the bond beneficiary and the size of the bond issue.

Maine Job Start Program. The Maine Job Start Program is a revolving loan program designed to provide the eligible small business person with the necessary capital to start, strengthen or expand a business operation. It is a direct loan program targeted at those businesses which cannot obtain financing (even with loan insurance) through conventional lending sources.

The maximum available loan is $10,000. The term of each loan will depend on applicant need, the business plan and the useful life of collateral. The interest rate on Job Start Loans is 2% below the prime interest rate, fixed at the date FAME issues its loan commitment.

In order to qualify for a Job Start loan, the applicant must reside or have principal place of business in Androscoggin, Aroostook, Hancock, Oxford or Washington counties. In addition, the applicant must have an annual gross household income at or below 80% of the federal median income.

Energy Conservation Loan Program. The program provides interest rate subsidies on loans to businesses, farms and nonprofit organizations which are used to make energy related improvements. These loans will be approved and made by Maine financial institutions; FAME subsidizes the interest rate which is paid by the borrower. Energy conservation loans may represent a portion of a larger commercial loan.

The loans are available at an effective interest rate of 3%, for a term not to exceed 10 years. The maximum available loan is $100,000. To be eligible for consideration, your business, farm or nonprofit organization must either: (a) have an existing oil-fired space heating system, oil-fired hot water, oil-fired processing system, or (b) have purchased fuel oil for space or water heating purposes during the period 1973-1980.

Pine Tree Partnership Grant Program. The Pine Tree Partnership Grant Program is designed to help foster innovation and development of new technological products. Under this program, Maine's small businesses can apply for matching grants of up to $5,000. These grants must be matched with other sources of income. They are intended to help small businesses perform research as well as to develop and introduce advanced technology and services into the marketplace.

The Finance Authority of Maine seeks applications for this program periodically throughout the year.

The Potato Marketing Improvement Fund. The Potato Marketing Improvement Fund (PMIF) provides direct loans to potato growers and packers to construct modern storages, packing lines and sprout inhibitor facilities as part of the industry's plan to improve the quality and marketing of Maine potatoes. This fund provides long-term, fixed-rate loans at attractive, below market interest rates to help finance construction or improvements to storage and packing facilities. As a participating loan program, it is restricted to financing between 45% and 55% of the costs of eligible construction and improvements. Other lenders or the applicant must finance the remaining funding needs. Funds cannot be used for working capital, refinancing, or non-project related equipment, and PMIF funds may only be used for permanent financing after a project is completed.

Linked Investment Program for Agriculture and Small Business. In cooperation with the State Treasurer's Office, the State of Maine invests up to $8,000,000 of State funds in financial institutions at reduced interest rates. The financial institutions use those funds to provide operating loans to Maine farmers and Maine small business at comparably reduced rates of interest. The loans are approved and made by lenders according to their own policies; the State Treasurer makes compensating investments to the lenders to provide the interest rate savings to farmers and small businesses on the underlying loans. The Finance Authority of Maine administers this program for the State Treasurer.

Occupational Safety Loan Fund Program. The Finance Authority of Maine in cooperation with the Maine Department of Labor, administers the Occupational Safety Loan Fund Program.

This program provides targeted direct loans to Maine businesses seeking to make workplace safety improvements. Under this program, a business may borrow up to $15,000 for a period of up to 5 years. The interest rate paid by the borrower is 2% below the prime interest rate, fixed at the date of loan commitment.

To be eligible, the business must be located in the State of Maine; proceeds from the loan must be used to purchase, improve, install or erect equipment which reduces workplace hazards or promotes the health and safety of employees. Borrowers must exhibit a reasonable ability to repay the loan from the cash flow of the business.

Export Financing Services. FAME's financial services can help Maine businesses begin or expand their export marketing efforts. Working Capital Insurance from FAME provides additional security to bankers while encouraging greater lending activity for international business. Export Credit Umbrella Insurance, provided by the Export-Import Bank of the United States (Eximbank) and administered by FAME, reduces international credit risk, allows an exporter to offer credit terms to foreign buyers in a competitive market, and offers the opportunity to obtain current cash flow against foreign receivables. With these insurance programs, either FAME or Eximbank becomes responsible for up to 100% of a loan made by a financial institution to the exporter.

Maine Opportunity Job Grants Program. This program enables a business located in a Job Opportunity Zone to receive a direct grant of up to $1,250 for the creation of each new full-time quality job.

For an employee to qualify, a person must have been a resident of Maine for at least 30 days prior to designation of the Job Opportunity Zone in which the business is located, and may not be a shareholder, partner, or person with an ownership interest in the business, or an immediate relative of any of the foregoing, with certain exceptions.

Grants of up to $1,250 are available for each new hire in a "quality job." A quality job is defined as one which provides an employment opportunity of at least 30 hours per week for at least 48 weeks per year, pays a wage at least equal to those determined by the Authority's program rule and may offer fringe benefits consisting of one or more of the following:

- Medical Insurance
- Disability Insurance
- Life Insurance
- Paid Vacation
- Sick and Holiday Pay
- Child Care Assistance
- Personal Leave Pay
- Retirement Benefits

The Maine Seed Capital Tax Credit Program. In order to encourage equity investments in young business ventures, FAME may authorize State income tax credits to investors for up to 30% of the cash equity they provide to eligible Maine businesses in any one calendar year.

Natural Resource Division. Recognizing the significance of agriculture, fishing, forestry and other natural resources based enterprises, the Maine Legislature established both a separate Board of Directors and a separate division within FAME to work with Natural Resources based enterprises. This board and division work to insure that affordable capital and other types of financial assistance are readily available to natural resources based business.

In assisting these enterprises, FAME may use any and all of the financial tools and services listed earlier under Business Development. Additionally, FAME seeks to develop new programs and services designed to meet the unique needs of businesses working in this important sector of the State's economy.

Small Business and Veterans' Fund Portfolio (As of 6/30/88)

Total Bank Financing Approved in FY 1988	$11,197,786
Total Guarantees Approved in FY 1988	$ 7,155,653
Number of Loans Approved in FY 1988	113
Total Bank Principal Balance as of 6/30/88	$16,136,069
Total Guaranteed Balance & Commitment as of 6/30/88	$11,233,899
Total Number of Loans Outstanding as of 6/30/88	213

Commercial Insurance Fund Portfolio (As of 6/30/88)

Total Bank Financing Approved in FY 1988	$18,004,000
Total Guarantees Approved in FY 1988	$13,801,577
Number of Loans Approved in FY 1988	12
Total Bank and Bond Principal Balance as of 6/30/88	$49,962,358
Total Guaranteed Balance and Commitments as of 6/30/88	$41,604,126
Total Number of Loans Outstanding as of 6/30/88	37

Total Mortgage Insurance Guarantee Portfolio (As of 6/30/88)

FAME Allocated Lending Capacity	$87,500,000
Less: State Bond Set Aside	$ 847,198
Less: Small Business, Veteran and Commercial Insurance Guarantees as of 6/30/88	$52,838,025
Available for New Projects as of 6/30/88	$33,814,777

Maine Job Start Pilot Program (As of 6/30/88)

Total Financing Approved in FY 1988	$ 89,000
Number of Loans Approved in FY 1988	12
Loan Balance Outstanding as of 6/30/88	$ 429,606
Available for New Loans as of 6/30/88	$ 170,400
Number of Loans Outstanding as of 6/30/88	62
Average Loan Size	$ 6,929

Moral Obligation Portfolio

Total Bond Financing Approved in FY 1988	$ 3,840,000
Number of Loans Approved in FY 1988	3
Total Bond Balance & Commitment as of 6/30/88	$ 3,840,000
Total Number of Loans Outstanding as of 6/30/88	3
Available for New Projects	$46,160,000

Summary: In addition to the programs listed here, the Finance Authority of Maine is continually working on new financial programs and services. For an up-to-date listing of the programs and services currently available, interested persons should contact the Finance Authority of Maine.

PUBLICATIONS:

1987 Annual Report of the Finance Authority of Maine
1986 Annual Report of the Finance Authority of Maine
1985 Annual Report of the Finance Authority of Maine
1984 Annual Report of the Finance Authority of Maine
1987 Patterns of Growth in Maine Businesses by Size of Employment
1986 A Strategy for Investing in the Natural Resources Industries of Maine
1986 The Natural Resource Industries of Maine—An Assessment and Statistical Portrait
1986 New Directions in State Financial Assistance to Business
1986 A Survey of Business Finance in Maine
FAME Program Brochures

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, please call or write the Finance Authority of Maine for a copy of their audited annual financial statements ending June 30, 1988.

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

RICHARD E. MULLAVEY, EXECUTIVE SECRETARY
JOHN H. CASHWELL, CHAIRMAN, MAINE COMMISSIONERS

Central Office: AMHI—Harlow Building *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1949 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 327; *Citation:* 1949 P&SL, Chap. 75
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

ORGANIZATION: The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator appointed by the Maine Commission on Interstate Cooperation; the third member is a citizen appointed by the Governor for a term of three years.

PROGRAM: Activities of the Northeastern Interstate Forest Fire Protection Commission during FY 88 included the annual Commission meeting at Providence, R.I. and a training session on advanced fire behavior in Rutland, VT.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Forestry.

ADVISORY COMMITTEE FOR THE TRAINING OF FIREFIGHTERS

STEVE HASSON, STATE FIRE ADMINISTRATOR

Central Office: Howe Hall, SMVTI *Telephone:* 799-7303
Mail Address: Fort Road, So. Portland, Maine 04106
Established: 1959 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 326; *Citation:* 20A M.R.S.A., Sect. 9002
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Advisory Committee provides the Maine Vocational-Technical Institute System and Southern Maine Vocational-Technical Institute recommendations for the Firefighter's Training Program in carrying out the administration of section 9001.

ORGANIZATION: The committee consists of 17 members appointed by the Executive Director as follows: one municipal chief, one call chief and one volunteer chief recommended by the Maine Fire Chief's Association, Inc.; one municipal firefighter, one call firefighter and one volunteer firefighter recommended by the Maine Federation of Firefighters, Inc.; two members recommended by the Maine Municipal Association, Inc., including one city or town manager and one selectman; one member of an industrial or institutional fire brigade recommended by the Maine Safety Council; one representative from the field of insurance recommended by the Maine Insurance Association, Inc.; two members recommended by the Maine Council of Firefighters, Inc.; one member from the general public; two members from S.M.V.T.I.'s Fire Science Craft Committee and two members from E.M.V.T.I's Fire Science Craft Committee.

PROGRAM: The Advisory Committee met 3 times during FY 88. Committee helped draft legislation and advised the staff of MVTIS and SMVTI Fire Training and Education on a broad range of fire service issues.

Fire Service Training: The Maine Fire Training and Education Program (MFT&E) employs a staff of 3 full-time administrators, 2 full-time secretaries, 2 half-time instructors, 37 permanent part-time instructors and other part-time personnel as needed for various courses MFT&E offer. During FY 1987-88, training courses were taught in every county of the state. There were 1,453 hours of Local Field Delivery instruction provided in hands-on firefighting skills and related knowledge, yielding 17,537 student completion hours. In addition, 6 Certified Firefighter Regional Academies, co-sponsored by local Adult Education Programs, provided 378 hours of instruction for a total of 57,834 student completion hours. 15 Associate Degree courses were given across the state for 675 hours of instruction for a total of 14,310 student completion hours. Fire Attack School and National Fire Academy courses in the state provided 314 hours of instruction and 6,085 student completion hours. Hazardous Materials Training provided to local communities have trained 1,781 students for a total of 7,124 student completion hours. Industrial Education to local industry was 203 hours of instruction for total student completion hours of 5,055. End testing for local communities in certification was 384 instruction hours. To date, using the regional approach, we have trained 248 certified instructors in four and a half years. Total student occupation hours for FY 88 is 107,945.

MFT&E also administers the public education program, "Learn Not to Burn" to teachers and students throughout the state. There are over 40,000 children that have had the program and most of the supplies and audio visual materials are provided free from the Pine Tree Burn Foundation.

MFT&E provides technical assistance to local communities on a limited basis, dealing with fire service related problems. The State Fire Administrator is able to be in daily contact with each of the Deputy Administrators in his/her region and has better supervision in the entire state.

PUBLICATIONS:

1. Fire Ground Hydraulics (Basic)—Free
2. Fire Ground Hydraulics (Advanced)—Free
3. Maine's Fire Chiefs Directory—$5.00
4. Maine Fire Education and Training Catalog—Free
5. Self-Contained Breathing Apparatus: Guide to Survival — 1985 — $2.00
6. Ground Ladder Student Manual — 1984 — $2.00
7. Rural Hitch manual — 1984 — $2.00
8. Pumper Acceptance/Service Testing — 1985 — $2.00
9. Emergency Response Driving — 1985 — $2.00
10. Tanker Operation — $2.00
11. Sprinklers: The Fire Dept. Connection — $2.00
12. Fire Instructor I — $20.00
13. Fire Fighter I and II Curriculum — $20.00
14. Fire Fighter I and II Model Lesson Plan — $5.00
15. Driver/Operator Curriculum — $20.00
16. Fire Fighter I Student Manual — $15.00
17. Fire Fighter II Student Manual — $15.00
18. Fire Command—Student Manual — $10.00

FINANCES, FISCAL YEAR 1988: 20-A MRSA Sect. 9002, provides that expenditures of this unit shall be borne by the Maine Vocational-Technical Institutes—Board of Trustees and are, therefore, included in its financial display.

FOREST FIRE ADVISORY COUNCIL

CLIFFORD SWENSEN, CHAIRMAN

Mail Address: c/o Maine Forest Service, Division of Forest Fire Control, Statehouse Sta. #22, Augusta, Maine 04333

Established: 1984

Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 456; *Citation:* 12 M.R.S.A., Sect. 9621

PURPOSE: The council reviews the annual reports of the Forest Fire Control Division, the annual accounts of the forest fire control program and the proposed budget for forest fire control. It began reviewing the financing, organization, administration, and delivery of state forest fire control services, including local capabilities for forest fire control, alternative methods of forest fire prevention and suppression, and identifying the most modern, cost effective and efficient method for providing forest fire control services within the State, utilizing and coordinating local resources, to protect the state's important forest resource. It made recommendations to the department and the Legislature regarding changes in these areas.

ORGANIZATION: The Governor appointed a 9-member council to advise the Department of Conservation on all matters pertaining to the forest fire control program. The council consists of one representative each from the Forest Fire Control Division of the Department of Conservation and the Maine State Fire Chief's Association; one member is a municipal official; four members represent the commercial forest industry, of which 2 represent landowners in the organized portions of the State, and 2 represent landowners in the unorganized portion of the State; one member represents a forest related tourist industry; and one represents a noncommercial private owner of acreage which is subject to the tax assessed under Title 36, Chapter 366.

PROGRAM: During FY 88, the terms of most Advisory Council members expired early in the year. For this reason, 1988 was a building year for the Council and 7 new members were appointed by the Governor. Towards the end of the year, the Council held a meeting to elect officers and to establish a course of action. Cliff Swenson from Seven Islands Land Co., one of the two returning members on the Council, was re-elected as Chairman.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

RICHARD MURPHY, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: 35 Community Drive, Augusta, ME *Telephone:* 622-1958
Mail Address: 35 Community Drive, Augusta, ME 04330

Established: 1971 *Sunset Review Required by:* June 30, 1997

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 336; *Citation:* 22 M.R.S.A., Sect. 2054

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: To assist private, non-profit hospitals, non-profit nursing homes and private, non-profit institutions for higher education within the State of Maine in financing the construction and equipping of health-care and educational facilities, the refinancing of existing indebtedness and student loans by providing access to the municipal (tax-exempt) bond market.

ORGANIZATION: The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Educational and Cultural Services and Treasurer of State who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

PROGRAM: Bonds, notes or any other obligations of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing home or institution for higher education or may take a mortgage on the project. Each hospital, nursing home or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals, nursing homes and institutions for higher education using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is based on a schedule as follows: (calculated on amount borrowed)

1st $1,000,000	—	$1,500
Next $10,000,000	—	$1 per $1,000
Next $10,000,000	—	75¢ per $1,000
Thereafter	—	50¢ per $1,000

Once the project is completed and generating revenues for the hospital, nursing home, or institution for higher education, an annual fee of 1/10 of 1% of original amount of bond issue is charged.

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HISTORICAL SOCIETY

ELIZABETH J. MILLER, DIRECTOR

Central Office: 485 Congress St., Portland *Telephone:* 774-1822
Mail Address: 485 Congress St., Portland, Maine 04101

Established: 1822 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 176; *Citation:* 1822 P&SL Chap. 118

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: Incorporated by the State of Maine in 1822, the Maine Historical Society is a charitable, educational, non-profit corporation. It devotes its resources to the discovery, identification, collection, preservation and interpretation of materials which document the history of Maine and its people.

ORGANIZATION: Just two years after Maine achieved statehood, the Legislature passed a bill incorporating the Maine Historical Society in 1822 to collect and preserve the history of the new State. Governor Albion K. Parris presided over the first meeting in the old Statehouse in Portland.

During its first 100 years, the Society maintained a close relationship with Bowdoin College, housing Society collections at the College until 1881 and conducting its Annual Meetings at commencement time until the early 20th centry.

Through the energetic efforts of civic leader, philanthropist, and scholar James Phinney Baxter and fellow prominent Portland citizens, the Society moved its collections and many of its programs to Portland in 1881. Baxter provided space in the new Portland Public Library built in 1889.

In 1901 the Society opened the Wadsworth-Longfellow House, left to the Society through the bequest of Anne Longfellow Pierce. The House, childhood home of famed poet Henry Wadsworth Longfellow, was Maine's first house museum open to the public. On February 27, 1907, the one hundredth anniversary of Henry Wadsworth Longfellow's birth, the Society opened its present headquarters and library at 485 Congress Street, adjacent to the Wadsworth-Longfellow house.

Today, the Society's organization stretches throughout Maine. Its Editorial Office for the *Quarterly* and special publications is at the University of Maine at Orono. The Society's Trustees and membership are active in historical groups around the State. Staff members participate in a wide range of collaborative efforts and professional associations in the State and New England region, including the Maine League of Historical Societies and Museums, the New England Archivists, and Portland's Four-Sites association.

PROGRAM:

Library. The MHS Library supports the study of state and local history, biographical and family history. It includes more than 60,000 books, pamphlets, newspapers, and scrapbooks on all aspects of Maine's social, cultural, political, and economic development. During FY 1988, the Society added more than 600 volumes of books, pamphlets, newspapers, and microfilm to the Library, of which 75% were acquired by donation.

The Society in the last year expanded conservation efforts for its extensive collection of maps and atlases, including purchase of new storage cabinets, archival supplies, and a conservation survey. This project is partially supported with a Maine State Library Commission Conservation/Preservation Grant.

Manuscripts and Special Collections. In addition to the library of published materials, the Society maintains the State's foremost collection of manuscripts and special materials. The collection of approximately 1.7 million manuscripts dates from 17th to 20th century materials, and includes the personal papers of many of Maine's most prominent civic and business leaders, early proprietary and town records, journals, accounts and related business records, and genealogical research collections. Also included are manuscript maps and surveys, architectural and engineering drawings, photographs, postcards, prints, and broadsides.

Key acquisitions in FY 1988 included the James Taylor Dunn collection of photograph albums and diaries, documenting camping and hunting in the Moosehead area, ca. 1885-1910; the records of the Children's Service Bureau, Portland, 1915-1949; a collection relating to the periodical *Atlantic Fisherman & Maine Coast Fisherman*, 1929-1960; and records of the clipper ship "Portland," 1855-1863.

Additional off-site storage area has been rented to facilitate sorting, organizing, assessing, and cataloging of unprocessed manuscript collections and related materials.

These extensive collections are accessible to all individuals interested in Maine history and genealogy. During FY 1988, more than 3700 people consulted its collections researching a wide variety of topics. This figure does not include another estimated 1000 research inquiries answered by telephone or correspondence.

Museum Collections. In addition to its fine research library and Manuscript Collection, the Society has an extensive collection of art and artifacts, including more than 200 Maine paintings, as well as furniture, glassware, silver and pewter, samplers, costumes, other textiles, and military and naval artifacts. During FY 1988, a survey of the museum's textiles and costumes was undertaken, assessing the collection for historical significance and conservation needs.

Wadsworth-Longfellow House. The landmark Wadsworth-Longfellow House, open to the public since 1901, provides a focal point for the Society's educational programs. Built in 1785-86 by Revolutionary War General Peleg Wadsworth, the childhood home of poet Henry Wadsworth Longfellow is used to teach Maine and Portland history. More than 10,000 visitors toured the historic Maine home during the regular summer season and special Christmas open house. Approximately 1200 schoolchildren visited the House free-of-charge during special tours in October, December, April, May, and June. The Society participates in a consortium of four Portland-area historic sites, sharing in promotion and sponsoring a special all-day tour of these sites, held in late June. In addition, the Society participated in the Chamber of Commerce "Resident Tourist Day."

Exhibitions. " 'Rising Like a Phoenix:' Portland and Commerce, 1790-1815" was organized as part of a cooperative venture among four institutions in southern Maine (MHS, York Institute, Saco; Brick Store Museum, Kennebunk; Old York Historical Society) in conjunction with the Brick Store Museum's publication of *"Agreeable Situations:" Society, Art and Commerce in Southern Maine, 1780-1830.*

"To Form a More Perfect Union: Symbols of Our Nation" examined how symbols have been used to nurture a national identify and patriotism. This exhibition coincided with related programs to celebrate the bicentennial of the U.S. Constitution.

In addition, the Society lent materials for exhibitions elsewhere in the State, including the York Institute, Brick Store Museum, the Maine State Museum, the Victoria Mansion (Portland), and the Tate House (Portland).

Other Educational Programs. Lectures, workshops, tours, and special events during FY 1988 broadened educational activities.

On September 17, 1987, the Society joined with cultural organizations throughout Maine in celebrating the ratification of the U.S. Constitution. The display of 18th century documents signed by Constitution Convention delegates and the portrait of James Madison by Gilbert Stuart (lent by Bowdoin College, Walker Arm Museum) provided the focus to the day-long open house.

The "Great Debate of '88: Maine Debates the Constitution" recruited 46 high school students to recreate the roles of District of Maine delegates to the Massachusetts ratification convention. Research packets were placed in eight locations throughout Maine and workshops held at Colby College and the University of Southern Maine. This project was done in cooperation with the Maine Council on Social Studies and funded in part with a grant from the Maine Humanities Council.

The Society inaugurated its annual Eleanor Sprague Memorial Lecture with a presentation on the "New England Character: Ice and Granite" by Joseph Conforti, Director, New England Studies Program, University of Southern Maine.

The annual lecture series examined "Maine in the 20th Century" with presentations on the Work Projects Administration, Franco-American communities, World War II, Fire of 1947, and the Indian Land Claims case.

Other activities included a dinner reenacting the 1825 visit of Marquis de LaFayette to Maine and bus tours to research facilities in Massachusetts.

The Society's 166th Annual Meeting was held in Brunswick, co-hosted by the Pejepscot Historical Society. The program included walking tours of Brunswick, visits to the Joshua

Chamberlain House, the Skolfield-Whittier House, and the Historical Society's exhibition "Pejepscot Past Times," celebrating the 100th anniversary of that organization.

The Society served as the state coordinator for the American Association for State and Local History's Grants-in-Aid Program for Research in State and Local History, reviewing grant applications and recommending funding to the Association for selected projects.

Finances and Fund-Raising. Operating expenses expand annually as programs expand, yet the Society completed FY-88 without an operating deficit. In FY 88, the Society changed its own fiscal year to October 1-September 30. Income is derived from a variety of sources: membership dues and donations, endowment income, admissions, foundation support, special events, publication and museum shop sales, and state appropriation. The chief sources of operating income continue to be endowment income, membership dues, and the Society's Annual Giving campaign. The latter draws upon the support of individuals and businesses throughout the State of Maine.

PUBLICATIONS:

During FY 1988, the *Maine Historical Society Quarterly* published articles by professional and amateur historians. Alan Taylor, professor at Boston University, received the James Phinney Baxter Award for his Fall 1986 article, "The Disciples of Samuel Ely: Settler Resistance Against Henry Knox on the Waldo Patent, 1785-1901." Other notable articles included: "Early Conservation Programs and the Development of the Vacation Industry in Maine, 1865-1900" (Summer 1987) and "Slavery in Colonial Maine" (Fall 1987).

Previous Maine Historical Society publications which are still in print include:

New Men, New Issues: The Formation of the Republican Party in Maine by Richard Wescott, $15.50.

Canals and Island Waterways of Maine, by Hayden L.V. Anderson, $10.00.

The Letters of Thomas Gorges, Deputy Governor of the Province of Maine, 1640-1643, Robert E. Moody, ed., $10.00.

The Maine Bicentennial Atlas ($6.00) and various bibliographical guides ($4.00).

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants - Subsidies - Pensions	28,918	28,918				
TOTAL EXPENDITURES	28,918	28,918				

DISPLACED HOMEMAKERS ADVISORY COUNCIL

NERIA DOUGLASS and JEAN MAINS-MORRIS, CO-CHAIRS

Central Office: 20 Union Street, Augusta *Telephone:* 289-3431
Mail Address: 20 Union Street, Augusta, Maine 04330
Established: October 1977 *Sunset Review:* Not Established
Reference: Policy Area: 04; *Umbrella:* 92; *Unit:* 390; *Citation:* 26 M.R.S.A., Sect. 1604
Average Count—All Positions: 0 *Legislative Count:* 0

ORGANIZATION: The Displaced Homemakers Program operates through a contractual agreement with the Maine Department of Labor in conjunction with the University of Maine. For further information, please contact:

Displaced Homemakers Program
University of Maine at Augusta
Stoddard House
Augusta, ME 04330
622-7131, ext. 337
1-800-442-2092, ext. 337
Gilda E. Nardone, Director

PROGRAM: In FY 88, with additional funding from the State Legislature through the Department of Labor, the Displaced Homemakers Program expanded direct services in Thomaston (Mid Coastal), York County, Farmington (Franklin County), Hancock County, and Southern Aroostook County. The Program continued to offer a full range of pre-training/pre-employment services through 10 Regional Resource Centers and an additional 11 rural outreach locations around the state.

Program initiatives included extensive working, reviewing, and improving the Program's Career/Life Planning Curriculum; replicating the Divorce workshop/support series; strengthening and expanding basic education; non-traditional and technical career exploration; and job seeking/development activities, including designing and disseminating a new brochure targeted to employers and continuing to offer entrepreneurship training. Significant progress was made towards implementing a computerized management information system for compiling and reporting participant and Program data.

The Program continued to work collaboratively with a wide range of human service, education and training, employment, economic development, and advocacy organizations on a community, state, regional, and national level. Staff hosted a major New England Conference on Organizing for Women's Economic Power and played an active role in responding to Governor McKernan's Human Resource Development Planning and Coordination process. Over 1200 individuals were served by the Program through intake assessment, information and referral, training courses, workshops, conferences, support groups, placement assistance, and follow-up services.

PUBLICATIONS:

The Program's "New Ventures" Entrepreneurship Training is included in the Corporation for Enterprise Development's recent publication, ***Working Guide to Women's Self Employment***. Single copies of "Venturing Forth: A Guide for Women Considering Starting a Small Business" is available free of charge.

FINANCES, FISCAL YEAR 1988: Budget July 1, 1987 to June 30, 1988:

Displaced Homemakers Program
University of Maine at Augusta

Personal Services	$260,459
All Other	66,883
Total	$327,342

ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

FENWICK FOWLER, PRESIDENT
DIANA HUOT, VICE-PRESIDENT

Incoming WATS: 1-800-452-4668
Central Office: 295 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330

Established: 1969 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 345; *Citation:* 30 M.R.S.A., Sect. 4602

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

ORGANIZATION: The Advisory Board to the Maine State Housing Authority is comprised of 21 persons appointed by the Governor for a term of four years representing the several aspects of the housing industry. The members elect a President and Vice-President from among the board members. Meetings of the board are called as deemed necessary by the president except that one meeting of the board must be held each year at a time which will allow the board to meet jointly with the Commissioners of the Authority.

The role of the Advisory Board is to advise and counsel the Director and Commissioners of the Authority.

PROGRAM: The Board meets quarterly. The Board was very active in the formulation of the Housing Opportunities for Maine (HOME) Program. It is anticipated that the Advisory Board will continue to provide advice and counsel to the Authority's Commissioners in the coming fiscal year.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

MAINE STATE HOUSING AUTHORITY

ELIZABETH H. MITCHELL

Incoming WATS: 1-800-452-4668
Central Office: 295 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330

Established: 1969 *Sunset Review Required by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 346; *Citation:* 30 M.R.S.A., Sect. 4601A

Average Count—All Positions: 65 *Legislative Count:* 0

Organizational Units:
- Office of the Director
- Finance
- General Counsel
- Management
- Home Ownership
- Development

PURPOSE: The Maine State Housing Authority was established to assist Maine residents in securing housing which is decent, safe, independently selected, designed and located with reference to particular needs and available at costs which are affordable; to have available a wide range of privately-planned, constructed and operated housing; to have available such additional publicly-planned, constructed and operated housing as needed to achieve the purposes of the law; to have available from financial institutions, resources for home construction, mortgages and other additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly and those of lower income.

ORGANIZATION: The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 7 commissioners, 5 of whom are appointed by the Governor. The 6th Commissioner, shall be the director of the State Authority serving ex officio, who is the chairman. The Director is appointed by the Governor and confirmed by the Legislature. The 7th commissioner is the State Treasurer.

PROGRAM: As the Maine State Housing Authority entered FY 88, it continued its position as one of the state's largest financial institutions. By year-end 1987, the Authority had assets of $715,099,080, and fund balances of $72,412,531.

The Authority has been a participating agency in HUD's Section 8 program since its inception in late 1974, and in calendar year 1987 received from the Federal Government $35,570,124 in Section 8 rent supplement funds. The subsidies, received from HUD, are applied among newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards. The funds are restricted in the use to making up the difference between HUD-established fair market rents and 30% of an eligible tenant's income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the Section 8 program must come from private sources or housing finance agencies such as the Authority. At of the end of 1987, the Authority had 7,397 such units occupied in approximately 200 apartment complexes. The new construction, substantial rehabilitation portion of the Section 8 program has been ended by the Federal government. During 1984 the Authority started the Rental Loan Program which has provided financing for 918 apartment units in new or substantially rehabilitated buildings. The Authority also operates an important single family loan program, providing low interest rate loans to low and moderate income families. The program has helped 16,000 families buy a home, including more than 10,000 buying their first homes since 1982.

The Authority has also implemented the Housing Opportunities for Maine (HOME) Program. This program combines dedicated receipts from a portion of the real estate transfer tax which is used only for program, not administrative, funding with the Authority's tax-exempt bonding capacity to generate funds for single family mortgage purchase or improvement loans, multi-family mortgage purchase or improvement loans, homeless shelters, and a variety of other housing programs for low and moderate income Maine people. The program in 1987 used a total of $15.7 million in funds, and generated $113.2 million in low-interest rate housing loans to help nearly 4,000 Maine households.

In view of the continuing need to improve the housing situation in Maine, the Authority's Commission and staff plan to continue their efforts, making use of both existing programs and new programs as they become available to "promote a concerted effort to upgrade housing conditions and standards within this State."

PUBLICATIONS: Maine Housing Authority Annual Reports (1970-1987 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Bonds—1972 Series A, through 1986 Series A, twenty-eight total issues).

"Maine Housing News"
Homebuyers Handbook
Maine Rental Housing Guide
Meeting the Challenge of Affordable Housing
Various program brochures

For availability, contact the Authority.

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, see the Maine State Housing Authority Annual Report which contains the Authority's audited statement based on the calendar year.

MAINE HUMAN RIGHTS COMMISSION

JAMES H. MUNDY, CHAIRPERSON
PATRICIA E. RYAN, Executive Director

Central Office: Hallowell Annex *Telephone:* 289-2326
Mail Address: Statehouse Sta. #51, Augusta, Maine 04333
Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 348; *Citation:* 5 M.R.S.A., Sect. 4561
Average Count—All Positions: 16 *Legislative Count:* 9

PURPOSE: The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine by keeping in review all practices infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and by preventing discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental handicap, religion, ancestry or national origin, and relative to employment discrimination on account of age; and relative to housing discrimination on account of source of income and children; and relative to the extension of credit, on account of age, race, color, sex, marital status, ancestry, religious creed or national origin. The Commission also has jurisdiction in the area of education to prevent discrimination because of sex and physical and mental handicap, and in the area of worker's compensation with regard to allegations of discrimination or retaliation.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals and organizations, create advisory agencies or councils, require posting of notices and to issue publications and reports.

ORGANIZATION: The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor, for terms of five years. The Governor designates, the chairperson of the Commission from among its members. The Commission appoints a full-time executive director and other personnel as deemed necessary.

PROGRAM:

Discrimination Complaints. During fiscal year 87-88, 509 new complaints were filed with the Maine Human Rights Commission. In addition, 236 complaints were carried over from the previous fiscal year. During fiscal year '88, the Commission closed 478 cases, leaving a total of 252 cases active at year end.

Of the 478 cases closed by the Commission, 188 resulted in pre-determination settlements; 97 were administratively dismissed; and 193 resulted in Commission determinations. Of these determinations, 21 were reasonable grounds findings and 172 were no reasonable grounds findings. Due to efforts to resolve cases prior to a finding, complainants received over $535,128.85 in dollar benefits.

Affirmative Action. The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organizations, and businesses, both public and private. The Commission continued to review Affirmative Action plans during fiscal year '88 for employers in Maine.

Litigation. The Commission is represented by the Commission's Counsel for cases against private sector Respondents. The Department of the Attorney General may, from time to time, represent the Commission in selected cases against public sector Respondents.

Nine cases were referred for litigation and three were filed in Superior Court during fiscal year 87-88. One case in litigation was closed during the 87-88 fiscal year as a result of settlement. There are presently five cases in litigation.

Public Education and Information. The Commission continues to speak to groups upon request in an effort to educate people about the provisions and remedies under the Maine Human Rights Act. During the last fiscal year, Commission staff made over fifty (50) presentations. The majority of those were to employers' groups and civic organizations.

In addition, during the last fiscal year, the Commission sponsored and conducted a seminar on employment discrimination law for employers and attorneys and three seminars on accessibility requirements under the Maine Human Rights Act for architects, code enforcement officers, and contractors.

Interagency Cooperation. The Commission continues to work with such federal agencies as the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, and the Office of Federal Contracts & Compliance in order to assure that the human rights of all citizens receive fullest protection of the law. The Commission has contracts and worksharing agreements with the Equal Employment Opportunity Commission; Department of Housing and Urban Development; Department of Education, Office of Civil Rights; and the U.S. Department of Labor, Bureau of Apprenticeship Training. In addition, the Commission has worked closely and cooperatively with the State's affirmative action officer, and affirmative action officers throughout State government, Commissioners of major departments of State government, as well as the Maine Chamber of Commerce & Industry, Maine Association of Handicapped Persons, the Maine Commission for Women, ALPHA-1, and the Governor's Committee on Employment of the Handicapped.

PUBLICATIONS:

Procedural Regulations
Employment Regulations & Poster
Pre-Employment Inquiry Brochure
Fact-Finding Conference Brochure
Fair Housing Brochure & Poster
Child Discrimination Law & Registration Packet
Pregnancy Brochure
Sexual Harassment Brochure
Equal Educational Opportunity Regulations/Procedural Rules
Public Accommodation Regulations Relating to Handicap Discrimination in Public Conveyances

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	355,226	213,606			141,620	
Health Benefits	21,546	12,379			9,167	
Retirement	67,032	40,380			26,652	
Other Fringe Benefits	2,244	1,328			916	
Other Contractual Service	66,245	50,947	3,826		11,472	
Rents	3,774	1,195	2,479		100	
Commodities	4,402	4,224	71		107	
Equipment	368	368				
Transfers to Other Funds	8,630		201		8,429	
TOTAL EXPENDITURES	529,467	324,427	6,577		198,463	

DEPARTMENT OF HUMAN SERVICES

ROLLIN IVES, COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2736
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 1,831 *Legislative Count:* 1314
Organizational Units:

Bureau of Health
Bureau of Rehabilitation
Bureau of Income Maintenance
Bureau of Social Services
Bureau of Maine's Elderly
Bureau of Medical Services
Office of Management and Budget
Office of Public and Legislative Affairs
Office of Attorney General (DHS)
Office of Alcoholism and Drug Abuse Prevention
Office of Administrative Hearings
Office of Vital Statistics
Office of Emergency Medical Services
Alcohol and Drug Abuse Planning Committee
Office of Dental Health

PURPOSE: To protect and preserve the health and welfare of Maine citizens. This is accomplished by administering programs and providing services established by Federal and State laws. The Department directs a wide-ranging system of programs in social and rehabilitation services, income maintenance, public health and medical services in order to accomplish its mission.

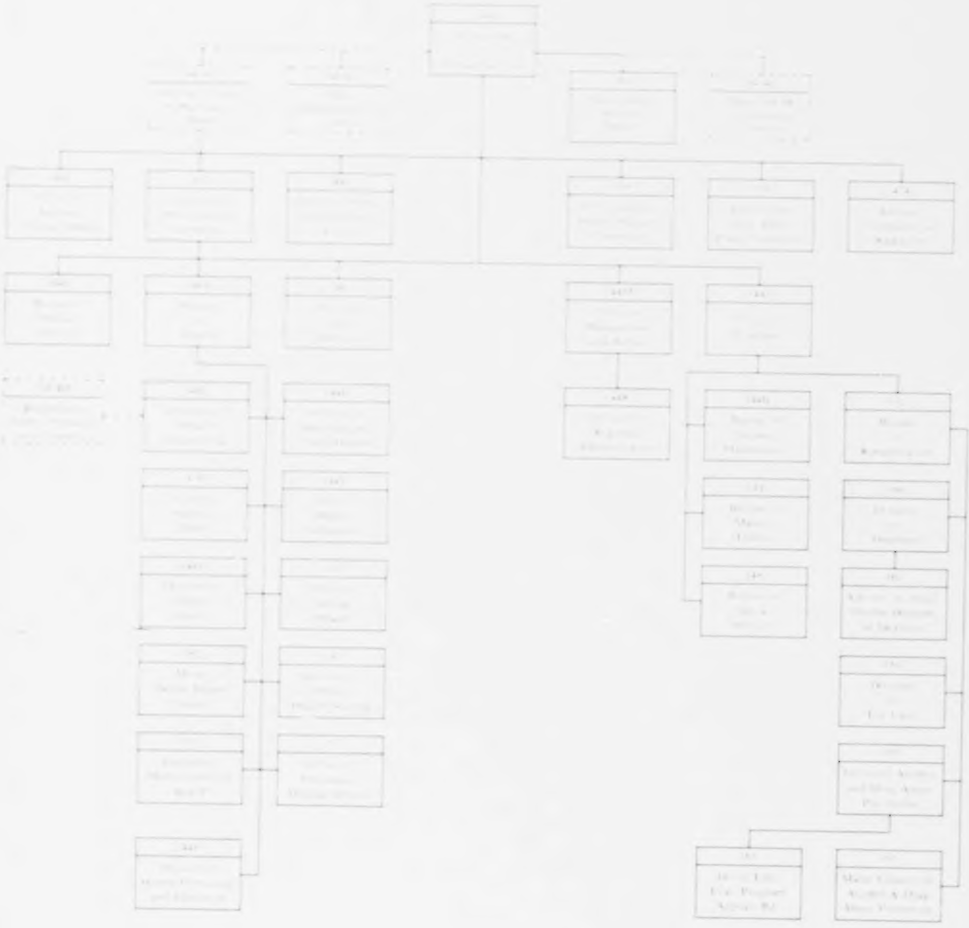
ORGANIZATION: The Department of Health and Welfare originated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social welfare functions of the present Department originated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commissioners of the Department of Public Welfare.

In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare with the assistance of an Advisory Committee of Health and Welfare. Also at this time, the nucleus of the Department's Office of Administration was formed. Among other organizational changes, the Division of Research and Vital Records, successor to the original Registrar of Vital Statistics dating back to 1891, has been moved to the Bureau of Medical Services. In 1939, the Bureau of Institutional Services was separated from the Department to become the Department of Institutional Service, forerunner of the Department of Mental Health and Mental Retardation and Department of Corrections.

Since 1931 there have been gradual changes in the Department's structure, including a name change to Department of Human Services in 1975. There are now two Deputy Commissioner level offices, six bureaus, as well as five regional offices, each having at least two field offices. In addition, the Commissioner has assigned to his office an Office of Attorney General, an Office of Public and Legislative Affairs, and an Office of Alcoholism and Drug Abuse Prevention.

One Deputy Commissioner is in charge of the Bureaus of Health, Rehabilitation, Social Services, Income Maintenance, Medical Services, and Maine's Elderly. The other Deputy Commissioner is responsible for the Department's overall administration, including the Staff Education

ORGANIZATIONAL CHART
DEPARTMENT OF HUMAN SERVICES
UMB 10



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	50,544,628	26,116,202	2,004,630		22,423,796	
Health Benefits	3,279,409	1,708,523	128,500		1,442,386	
Retirement	9,163,131	4,719,889	367,380		4,075,862	
Other Fringe Benefits	318,539	171,733	11,685		135,121	
Computer Services—State	3,329,670	1,454,936	145,705		1,729,029	
Other Contractual Service	16,391,574	8,515,566	894,267		6,981,741	
Rents	3,463,694	1,706,846	49,569		1,707,279	
Commodities	1,049,928	449,626	145,412		454,890	
Grants—Subsidies—Pensions	499,223,551	164,761,570	27,392,574		307,069,407	
Buildings and Improvement	3,064	231			2,833	
Equipment	441,967	56,029	193,308		192,630	
Interest—Debt Retirement	4,767	3,250	49		1,468	
Transfers to Other Funds	544,356	9	42,954		501,393	
TOTAL EXPENDITURES	587,758,278	209,664,410	31,376,033		346,717,835	

and Training Unit, the Division of Regional Administration, the Division of Personnel, Division of Audits, Division of Data Processing, and the Employee Assistance Program.

Title 22 M.R.S.A. §1 establishes that the Department of Human Services shall be under the control and supervision of a Commissioner of Human Services who shall be appointed by the Governor, subject to review by the Joint Standing Committee on Human Resources and to confirmation by the Legislature, and shall serve at the pleasure of the Governor. The Commissioner is responsible for administering the Department which has the responsibility to protect and preserve the health and welfare of Maine citizens through planning, authorization, administration and audit of programs established by law and/or administrative fiat and assigned to the Department by the Maine Legislature, the Governor and other various federal agencies with which the Department has contracts for services.

Office of Public and Legislative Affairs: The function of the Office of Public and Legislative Affairs is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of a department-wide newsletter, as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the Department; and to maintain audio-visual equipment inventories for department-wide use.

Office of the Attorney General (DHS): The primary function of the Office of (the) Attorney General is to provide legal services to the Department and represent the Department in all court proceedings. The attorneys assigned to the Department are under the supervision of the Office of the State's Attorney General. The functions of legal services also include writing legal opinions; representing the Department in child custody and adult guardianship actions; representing the Department in administrative hearings dealing with the enforcement of departmental licensing standards; representing the Department in support actions; drafting departmental legislation and approving to form all contracts, leases and other documents.

Office of Alcoholism and Drug Abuse Prevention: The primary function of this office is to develop and implement strategies to prevent alcohol and drug abuse in the State of Maine.

Office of Administrative Hearings: This office conducts all hearings of appeals of Departmental decisions or actions. It renders binding decisions on behalf of the Commissioner except for certain cases where its findings are advisory to the Commissioner.

Office of Vital Statistics: This office maintains the State's vital records system and prepares various statistical summaries of demographic, health, or social service information.

Office of Emergency Medical Services: This office is responsible for statewide planning and coordination of emergency medical services and for the licensing of emergency medical technicians and services.

Alcohol and Drug Abuse Planning Committee: The committee is responsible for coordinating the substance abuse activities of the Department of Human Services, the Department of Educational and Cultural Services, the Department of Mental Health and Mental Retardation and the Department of Corrections.

PUBLICATIONS:

Newsquarter, a quarterly report.

FINANCES, FISCAL YEAR 1988: The consolidated financial display was generated from the Department's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE

ROLLIN IVES, COMMISSIONER OF DHS, CHAIRMAN
AL ANDERSON, PH.D., STAFF DIRECTOR

Central Office: DHS, State House Station #11 *Telephone:* 289-2595
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 156; *Citation:* 22 M.R.S.A., Sect. 7131
Legislative Count: 4

PURPOSE: The Alcohol and Drug Abuse Planning Committee (ADPC) was established by the 111th Maine Legislature to improve the scope and quality of planning for alcohol and drug abuse services, to balance the interests of different client groups and departmental programs, and to establish a source of firm leadership and coordinated decision-making.

ORGANIZATION: The Alcohol and Drug Abuse Planning Committee (ADPC) is comprised of the Commissioners of the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation. The Commissioner of Public Safety was added as a member by the 113th Legislature and is currently the Chairman of the ADPC. The ADPC is staffed by a director and small planning staff who are responsible for the planning, monitoring, evaluation, and coordination of Maine's alcohol and drug abuse service system.

PROGRAM: P.L. 1983, c. 464, "AN ACT to Provide for the Development of a Centralized Coordinated Planning and Evaluation Process for State Alcohol and Drug Abuse Activities," created the Alcohol and Drug Abuse Planning Committee and established the following mandated responsibilities:

1. **Coordination** of all alcohol and drug abuse prevention, education, treatment, and research activities in the State; and liaison among the branches of State Government and their agencies.

2. **Supervision** of the planning of alcohol and drug abuse services by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation; and preparation and submission of the following documents to the Legislature:
   - A. An annual report containing an evaluation of the past year's progress toward obtaining established goals and objectives and recommended allocations from the Prevention, Education, Treatment and Research Fund for the coming fiscal year.
   - B. A biennial comprehensive State alcohol and drug abuse service plan.
   - C. By January 15, 1987, and every fourth year thereafter, an assessment of the costs related to alcohol and drug abuse in the State and an analysis of the service needs.

3. **Establishment** of uniform data standards to be used by all alcohol and drug abuse programs receiving State funds and the collection/analysis of the information collected.

4. **Development** of recommendations to the branches of State Government regarding alcohol and drug abuse activities, policies, and priorities.

5. **Review** of all proposed legislation, activities, plans, policies, and administrative functions of other State agencies relating to alcohol and drug abuse.

The ADPC completed the following Alcoholism Prevention, Education, Treatment and Research Fund reports/documents in FY 88.

1. Offense of Driving Under the Influence of Illegal Drugs (5/88) (7th Annual Maine State Alcohol and Drug Abuse Prevention Conference Workgroup Report).
2. The FY 88 and FY 89 Funding Resources for Each of the ADPC Departments (3/88).
3. Offense of Driving Under the Influence of Illegal Drugs (A Study Document) (3/88)
4. A Uniform Data/Information System for Maine's Alcohol and Drug Abuse Treatment System (Revised 3/88).
5. FY 87 Progress Report (12 months 7/1/86-6/30/87) (1/88).
6. The First Blaine House Conference on Alcohol and Other Drug Abuse Prevention, Education, Treatment and Law Enforcement (11/87).
7. "Be It Resolved: To Win Maine's War Against Drugs"—Maine Town Meeting Report (10/87).

8. Priority Problem Areas Identified by the Law Enforcement Coordinating Committee (LECC) Sub-Committee on Substance Abuse Planning (Prepared by the ADPC for the U.S. Attorney) (7/87).

The Framework for Identifying and Recording Direct Service Needs/Priorities Document (7/84) designed to provide the basis for the planning and evaluation requirements of the ADPC continues to be the basic ADPC planning document. The focus of this document is upon the use of common system terminology (e.g., service/program characteristics and client populations) and methods for recording projected/actual outcomes (e.g., target population(s), number of clients to be served and costs).

The Framework was used by local groups (service providers, consumers, and interested citizens) to identify and prioritize regional service needs. The Framework design served as the basis of the format used for the FY 87 Progress Report, and other documents listed above. Thus, the basis of the mandated biennial planning cycle (including periodic needs assessment, statements of service goals, allocation plans, and performance measure) has been designed and implemented.

P.L. 1983, c. 464, also expanded the membership and role of the Maine Council on Alcohol and Drug Abuse Prevention and Treatment. Working with the ADPC, the Council during the past fiscal year focused its efforts in three primary areas (1) networking, (2) higher education, (3) legal consequences, and (4) adolescents. The Council also monitored and reviewed draft legislation and provided review and comment on documents and reports prepared by the ADPC.

PUBLICATIONS: (all free)

1. A Framework for Identifying and Recording Direct Service Needs/Priorities in Maine's Alcohol Prevention and Treatment System for FY 86 and FY 87 (7/30/84)
2. A Uniform Data/Information System for Maine's Alcohol and Drug Abuse Treatment System (Revised 3/88)
3. Utilization of Alcohol Premium Funds by Program/Service and Geographical Location: FY 87 through FY 89. (4/87)
4. Drug Abuse in Maine (4/87)
5. FY 87 Progress Report (12 months 7/1/86-6/30/87) (1/88)
6. A Survey of Private Sector Management and Labor Concerning the Impact of Workplace Alcohol and Illegal Drug Use/Abuse Upon Work Performance and the Value of Related Workplace Referral and Treatment Programs (11/86)
7. Offense of Driving Under the Influence of Illegal Drugs (5/88) (7th Annual Maine State Alcohol and Drug Abuse Prevention Conference Workgroup Report).
8. Offense of Driving Under the Influence of Illegal Drugs (A Study Document) (3/88).
9. The First Blaine House Conference on Alcohol and Other Drug Abuse Prevention, Education, Treatment and Law Enforcement (11/87).
10. "Be It Resolved: To Win Maine's War Against Drugs"—Maine Town Meeting Report (10/87).

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	113,063	28,336	36,223		48,504	
Health Benefits	6,033	1,381	2,505		2,147	
Retirement	22,257	5,137	8,058		9,062	
Other Fringe Benefits	651	364	157		130	
Computer Services—State	14				14	
Other Contractual Service	39,007	8,388	25,080		5,539	
Rents	4,691	3,186	1,505			
Commodities	1,503	388	1,115			
Interest—Debt Retirement	3	3				
TOTAL EXPENDITURES	187,222	47,183	74,643		65,396	

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

ANNE KINTER, CHAIRPERSON

Central Office: 9 Green Street, Augusta *Telephone:* 289-2595
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10, *Unit:* 155; *Citation:* 22 M.R.S.A., Sect. 7107
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism.

ORGANIZATION: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. Legislation (P.L. 1983, c. 464) was enacted during Fiscal Year 1984, which expanded and strengthened the role of the Council by: (1) including representatives of community agencies served by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation, and (2) reinforcing the responsibility of the Council in the planning process through its direct access to the Governor and the newly established Alcohol and Drug Abuse Planning Committee (ADPC).

The Council is comprised of 25 members selected from the fields of corrections, education, health, law, law enforcement, manpower, medicine, mental health, mental retardation, science, social sciences, and related areas. Membership includes representatives of nongovernment organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse, and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 6 members are persons affected by or recovered from alcoholism, chronic intoxication, drug abuse, or drug dependence. At least 4 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies or members of the regional alcohol and drug abuse councils located throughout the State. One of the private citizen members shall be the President of the National Council on Alcoholism in this State. Membership also includes at least 2 representatives from each of the following fields: public education, mental health and mental retardation, corrections and criminal justice, and social sciences. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

PROGRAM: During the past fiscal year, the Council focused its efforts in four primary areas (1) networking, (2) higher education, (3) legal consequences, and (4) adolescents. Working committees were established to address these areas. The Networking Committee gathered information regarding networking at the local level. Higher Education Committee members conducted site visits to several Maine universities, vocational-technical institutes, and private colleges. All were surveyed to determine substance abuse counselor qualifications and counseling services available statewide. The Legal Consequences Committee members provided input to an Alcohol and Drug Abuse Planning Committee (ADPC) sponsored study to develop an OUI-Drugs Other Than Alcohol Law. The Adolescent Service Needs Committee focused its efforts on determining the "high risk" adolescents' service needs/gaps which exist in the system. The Council also monitored and reviewed draft legislation and provided review and comment on documents and reports prepared by the Alcohol and Drug Abuse Planning Committee (ADPC).

LICENSES, PERMITS, ETC.

License
  Substance Abuse treatment facilities
Certificate of Approval
  Outpatient Substance Abuse treatment facilities
Driver Education Evaluation Program Private Practitioner

PUBLICATIONS:

1. *Maine State Alcohol and Other Drug Abuse Primary Prevention Recommendations, Final Report;* Interdepartmental Prevention Work Group; 1984; available free upon request.

2. *Alcohol and Drug Abuse Services in the State of Maine;* current service directory available free upon request.

3. A Report on: An Act to Reform the Statutes Relating to Driving Under the Influence of Intoxicating Liquor or Drugs; annual reports for 1982, 1983, 1984, 1985, 1986, 1987; available free upon request.

4. *Drinking and Driving in Maine 1983;* 6-month interim report; available free upon request.

5. Annual applications, utilization reports, and independent audit reports on the substance abuse portion of the Federal Alcohol, Drug Abuse, and Mental Health Block Grant are available for review at the Office upon request.

6. A Model Aids Policy for Substance Abuse Agencies.

7. Regulations for Licensing/Certifying of Substance Abuse Treatment Facilities in the State of Maine.

8. Policies for the Development of New and Expanded Substance Abuse Services in the State of Maine.

9. *Report of the Policy Review Committee on Residential Alcoholism Rehabilitation and Related Treatment;* available free upon request.

10. *Alcohol Advertising in the Media: A Position;* available free upon request.

11. *Annual Training Catalogue.*

12. *"A Position Paper on Urine Monitoring."*

Note: The Maine Alcohol and Drug Abuse Clearinghouse is the Department's public information office for substance abuse and may be contacted directly for numerous additional publications.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	675,047	106,503	256,606		311,938	
Health Benefits	44,676	7,081	18,200		19,395	
Retirement	121,838	19,309	46,021		56,508	
Other Fringe Benefits	4,047	510	1,270		2,267	
Computer Services—State	34,477	33,969	508			
Other Contractual Service	528,355	67,206	309,759		151,390	
Rents	49,539	13,829	31,432		4,278	
Commodities	19,460	4,062	7,370		8,028	
Grants—Subsidies—Pensions	6,485,703	2,171,126	2,763,070		1,551,507	
Equipment	9,167		5,897		3,270	
Interest—Debt Retirement	6		6			
Transfers to Other Funds	8,410		4,612		3,798	
TOTAL EXPENDITURES	7,980,725	2,423,595	3,444,751		2,112,379	

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

NEILL E. MINER, DIRECTOR

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 153; *Citation:* 22 M.R.S.A., Sect. 7104

Average Count—All Positions: 35 *Legislative Count:* 20

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP), as the organizational unit of the Department of Human Services designated to administer the Federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and under Section 1912 of Title XIX of the Public Health Services Act, and is responsible for design, implementation and improvement of all Department of Human Services' alcohol and drug abuse services. The Office also administers the Driver Education Evaluation Programs and the Maine Alcohol and Drug Abuse Clearinghouse.

ORGANIZATION: The Office of Alcoholism and Drug Abuse Prevention was created by P.L. 1973, c. 566 to assume the responsibilities of the former Maine Commission on Drug Abuse, and the Department of Human Services Division of Alcoholism Services. P.L. 1983, c. 464 has amended the statute and created significant reorganization of the Office. The Office is no longer a part of the Bureau of Rehabilitation; it is currently under the Deputy Commissioner for Programs.

PROGRAM: The Office of Alcoholism and Drug Abuse Prevention is responsible for planning, coordinating, monitoring, and improving the Department's alcohol and drug abuse service system.

The Office serves as the Department's primary liaison with other Departments, the Legislature, citizens' groups, and service providers on issues pertaining to substance abuse; it determines the allocation of the Department's human and fiscal resources for substance abuse services; it develops and monitors the implementation of the Department's annual substance abuse plans. The Office analyzes and develops policy for the Department pertaining to substance abuse; it conducts and contracts for applied research studies; it develops funding initiatives to develop new, expanded, and improved services within the system. It is responsible for licensing and certifying treatment facilities and Driver Education Evaluation Program private practitioners; it contracts for a variety of training programs.

A list of substance abuse operations and the responsible unit of the Department are provided as a reference:

Interdepartmental Coordination—Alcohol and Drug Abuse Planning Committee
Maine State Employee Assistance Program—Office of Management and Budget
Community Service Contracts—Division of Purchased and Support Services
Maine Council on Alcohol and Drug Abuse Prevention and Treatment—Alcohol and Drug Abuse Planning Committee

The Office expanded purchased substance abuse treatment services in several areas this year, including outpatient services in the Lewiston/Auburn area, services for correctional clients in institutions, improved programming in selected residential programs, and nonresidential rehabilitation. Numbers reached through the Office training activities increased by over 15%. The Driver Education Evaluation Program (DEEP) was integrated into the Office. DEEP piloted and then fully implemented an educational and evaluation program for people convicted of more than one drunk driving offense. Purchased service agencies admitted over 10,450 clients. OADAP direct services, including prevention and DEEP, were provided to approximately 17,000 people.

FINANCES, FISCAL YEAR 1988: 22 MRSA, Sect. 7107, provides that expenditures of this unit shall be borne by the Alcohol and Drug Abuse Planning Committee and are, therefore, included in its financial display.

OFFICE OF THE ATTORNEY GENERAL, HUMAN SERVICES DIVISION

LEIGH INGALLS SAUFLEY, DEPUTY ATTORNEY GENERAL

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2226
Mail Address: 221 State Street, Sta. #11, Augusta, Maine 04333

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144L; *Citation:* 22 M.R.S.A., Sect. 2
Average Count—All Positions: 32 *Legislative Count:* 11

PROGRAM: This Office provides legal assistance and representation for the Department of Human Services and its various Bureaus and Divisions.

ORGANIZATION: The Division Chief, whose title is Deputy Attorney General, reports directly to the Attorney General. The 24 Assistant Attorney General positions report to the Division Chief. The Unit is roughly broken up into 3 informal divisions: 1) Social Services; 2) Benefit Programs; 3) Medical & Health Services.

PROGRAM: The Attorney General's Office has represented the Department in a vast number of cases in the courts throughout the past year. Those cases include child welfare litigation, adult protection proceedings, support enforcement proceedings, public benefit program litigation, certificate of need actions, Maine Health Care Finance Commission proceedings, licensing actions, administrative hearings, federal grant proceedings, tort claim litigation, and appeals in each of these areas.

In the appellate arena, the office has successfully presented briefs and argument resulting in the upholding of a significant number of important child welfare decisions, public benefit program decisions, support enforcement decisions, and health law decisions.

The office also provided advice and representation in the Department's legislative, rulemaking, and policy-making activities, as well as the general day-to-day activities of the Department.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE ATTORNEY GENERAL, HUMAN SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	598,461	278,353			320,108	
Health Benefits	30,178	14,620			15,558	
Retirement	119,573	60,029			59,544	
Other Fringe Benefits	4,420	2,200			2,220	
Computer Services—State	8,895	8,895				
Other Contractual Service	106,524	99,611			6,913	
Rents	16,101	16,073			28	
Commodities	7,927	7,219			708	
Equipment	992	496			496	
Transfers to Other Funds	2,707				2,707	
TOTAL EXPENDITURES	895,778	487,496			408,282	

CERTIFICATE OF NEED ADVISORY COMMITTEE

JAMES CLOUTIER, CHAIRMAN

Central Office: 151 Capitol St., Augusta *Telephone:* 289-2716
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: January 1, 1983 *Sunset Review Required by:* Not Required

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 212; *Citation:* 22 M.R.S.A. §307(2-A)

Average Count—All Positions: 0 *Legislative Count:* 0
Included in Office of Health Planning and Development Totals.

PURPOSE: The Certificate of Need (CON) Advisory Committee was established by the cited statute for the purpose of participating with the Department of Human Services in the public hearing process available at the request of persons directly affected by the review of proposed new health services being conducted by the Office of Health Planning and Development, Bureau of Health.

The Committee evaluates written reports and oral testimony concerning proposals undergoing CON review, from Department staff, applicants and interested or affected persons, questioning participants in the process. Following a public hearing on the matter, the Committee discusses the information obtained, prepares and votes upon a recommendation to be forwarded to the Commissioner of Human Services, concerning whether or not the Commissioner should grant a Certificate of Need permitting implementation of the proposed new health service and/or capital expenditure.

ORGANIZATION: The Committee consists of ten members, nine of whom are appointed by the Governor as representatives of health care provider groups (four members—Hospitals, Nursing Homes, Third-Party Payers, Physicians) and public consumers of health care (five members). The nine appointees will serve four-year terms.

The Commissioner of the Department of Human Services has appointed an Associate Deputy Commissioner to serve as his ex-officio, non-voting designee.

PROGRAM:

ACTIVITY

During the period July 1, 1987 through June 30, 1988, the Committee conducted public hearings concerning three Certificate of Need proposals. One application concerned replacing and upgrading a hospital computer system. The Committee recommended approval of the application, but the Department decided to defer consideration of the approvable application until the next appropriate review cycle, commencing February 1, 1988, whereas the limits of the Certificate of Need Development Account did not permit approval of all hospital projects under consideration in 1987. The other two applications were competing for approval to construct 25 Intermediate Care Facility (ICF) beds, replacing a facility which had closed in the Augusta Nursing Home Analysis Area. Only one project could be chosen. The Committee recommeded approval of one application, but the Department ultimately decided to approve the other, instead. The matter is currently undergoing an appeal for reconsideration of the Department's decision, filed by the applicant not chosen.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF DEAFNESS

NORMAN R. PERRIN, DIRECTOR

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-3484
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 9-19-85

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 160; *Citation:* 22 M.R.S.A., 3071

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Division of Deafness was established to provide a program of services to deaf citizens of Maine including information and referral; advocacy; statewide registry; promoting of accessibility; plan for coordination; study of the needs of people who are deaf and hearing impaired, to recommend legislation to change or improve services; and to provide rehabilitative services to deaf and hearing impaired children from birth to age 20. Other programs include Telecommunications Devices (TDD's), Legal Interpreting, Identification Cards, Hearing-Ear-Dog registration and Maine-Lines for the Deaf Newsletter.

ORGANIZATION: The Division of Deafness was established administratively on November 1, 1982 and was known as the Office of Deafness. The Division received its present name in September 1984 when the Bureau was reorganized. In 1985, Governor Joseph E. Brennan signed Public Law Chapter 160 (22 MRSA c. 714) establishing the Division as a statutory unit of the Bureau of Rehabilitation.

The advisory committee of the Division continues to give a strong voice for consumers much as it did in the mid 1970's when it was known as the Ad-Hoc Committee on Deafness to the Bureau.

The Division of Deafness has the following focus:

Statewide Registry: The Division maintains, coordinates, and updates a voluntary statewide registry of deaf and severely hearing impaired persons in order to assess their needs for services. Presently, there are 3,141 persons on the registry who are deaf or severely hearing impaired. More than 300 new names are added every year.

Vocational Rehabilitation: The purpose of Vocational Rehabilitation is to assist eligible deaf and hearing impaired clients toward employability and independence. The vocational rehabilitation program served 906 deaf and hearing impaired clients during this reporting period. Of that number, 262 clients were placed in employment for the FY 10/1/87-6/30/88.

Five rehabilitation specialists (RCD's) provide counseling and case management statewide.

Telecommunications Devices for Deaf (TDD): The Division administers two programs providing Telecommunications Devices for the Deaf (TDD) under Maine Statutes (35 MRSA, Section 2361).

The cost sharing program allows the Bureau to provide up to 50% of the cost of a TDD to any organization or municipality paying the remaining funds for TDD's for hearing impaired and speech impaired. This law was enacted in 1980 with appropriations in 1981.

A subsequent enactment in 1983 provided funding for TDD's on a lease basis at no charge to the hearing impaired or speech impaired persons. An audiologist or physician must verify proof of disability. In addition, financial need must be shown.

During the period of time 1982 thru 1987, the Division provided a total of 444 TDD's to individuals.

Interpreting in Legal Proceedings: Enactment of laws in 1978 and 79 respectively, the latter being amendments, entitles a deaf or hearing impaired person in a legal proceeding to have an interpreter. Under statute 5 MRSA, Section 48, the interpreter is reimbursed by the Bureau of Rehabilitation.

Approximately 530 hours of interpreting were provided during this reporting year.

Information Networking: The Division maintains a toll-free number in order to provide a channel for hearing impaired and their families to receive information relating to the disability. The Division cooperates with other advocacy, referral, and vocal relay agencies in providing appropriate direction to requests.

Approximately 700 calls a month are logged in for information, advocacy, referral, and other related needs.

Hearing Impaired Children's Program: The Division of Deafness provides rehabilitative and restoration services for children ages 0-20 who have a sensorineural or permanent non-correctable hearing loss. Services provided are diagnostic evaluations by audiologists and physicians, auditory and speech-language therapy, counseling, sign language and/or cued speech training, hearing aids, and loan of auditory trainers.

Our five rehabilitation counselors for the deaf provide case management for the children's program statewide.

Approximately 273 children are being served during this reporting period.

The legislative mandate and appropriations for this program were approved by Governor Joseph E. Brennan on July 1, 1985 (PL Chapter 501). In April 1986, PL Chapter 761, was signed providing for a position of consultant within the Division of Deafness for the Hearing Impaired Children's Program.

LICENSES, PERMITS, ETC.: The Division provides identification cards for deaf citizens in cooperation with the Secretary of State and Division of Motor Vehicles. These ID cards assist deaf in emergency, legal, or other situations.

Also, the Division certifies hearing ear dogs that are professionally trained as alert dogs for deaf persons. The Division provides an identification card which allows the owner and hearing ear dog access to public places in Maine.

PUBLICATIONS:

1. Report of Hearing Impaired Children
2. Report of Committee on Community Center Research
3. Report on Registry of Deaf
4. Annual Report of Persons Served in the VR Program
5. Report on Dissemination of Telecom Equipment
6. Directory of Sign Language Classes in Maine
7. Directory of Organizations Serving Maine (deaf)
8. Maine-Lines for the Deaf
9. TDD Directory
10. Other miscellaneous program brochures upon request
11. Report of the Statewide Needs Assessment of the Deaf Community in Maine

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

ADVISORY COMMITTEE FOR THE DIVISION OF DEAFNESS

WILLIAM NYE, CHAIRMAN

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-3484
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 9-19-85

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 161; *Citation:* 22 M.R.S.A., 3074

PURPOSE: The Advisory Committee, Division of Deafness, advises the Director of the Bureau of Rehabilitation and the Director of the Division of Deafness on the development and coordination of services to people who are deaf and hearing impaired. The Committee evaluates the progress toward goals and recommendations and advises the Division on implementation plans.

ORGANIZATION: The Committee has 23 members and 3 non-voting member-at-large positions. One-third of the members are deaf or hearing impaired persons. The Committee meets quarterly on the second Thursday of January, April, June and October. Meetings are held in Augusta. The chairperson is elected by the Committee and serves a 2-year term.

PROGRAM: The Committee's activities this past year were focused on community service centers for the deaf, needs assessment, telecommunications devices for the deaf (TDD), legislative, Maine-Lines newsletter, hearing impaired children, substance abuse, elderly, interpreting issues with three public hearings, updates on the state telecommunication access plans for state departments and agencies, and TV/media access.

At the annual meeting in October, the Clifton R. Rodgers memorial award for outstanding service to the deaf community was presented to Owen J. Logue of the University of Maine at Orono.

Members attended public hearings of the Legislature on bills relating to deafness.

PUBLICATIONS:

Report of Research Committee on Community Center—free
Report of Hearing Impaired Children—free
Report of the Statewide Needs Assessment of the Deaf Community in Maine
Report on Interpreting Issues in the Deaf Community to be available in 1989

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

MAINE DENTAL HEALTH COUNCIL

RAYMOND J. PATENAUDE, DDS, CHAIRPERSON

Central Office: 151 Capitol St., Augusta *Telephone:* 289-2361
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 282; *Citation:* 22 M.R.S.A., Sect. 2096
Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The Council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The Council must be consulted by the Commissioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting and assisting activities designed to meet the problems of dental health at the State and community levels. The Council serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating State and Federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any State department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

ORGANIZATION: The Council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the Council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than one full consecutive term and may serve after the expiration of their term until their successors have been appointed, qualified and taken office.

An official employee, consultant or any other individual employed, retained or otherwise compensated by or representative of the Executive Branch of Maine State Government can not be a member of the Council; but can assist the Council if so requested. Membership includes 4 dental health personnel, including one hygienist and one dentist or other professional staff employed full time by a private nonprofit dental clinic program and 2 dentists employed in private practice, one of whom is appointed from a list of at least 3 submitted by the Maine Dental Association and 5 interested citizens representing a balance of diverse social economic groups and geographic locations, who are not employed in the dental health or medical care professions, or members of the immediate family or any person employed as a dental health or other medical care professional.

The State Board of Dental Examiners serves as a Technical Advisory Committee to the Council and the director on matters relating to dental care standards. Furthermore, the director of the Office of Dental Health or his/her representative must attend all meetings of the Council. The Council elects the chairperson and such other officers from its members as it deems appropriate.

PROGRAM: The Maine Dental Health Council met monthly during fiscal year 1988. The Dental Health Program Plan, adopted by the State Health Coordinating Committee, serves to guide Council activity. Council members served to advise the Office of Dental Health in several major program ~~areas~~: school dental health education, dental needs of long-term care facility residents, community and school water fluoridation, worksite dental health education, and dental manpower.

Currently, the Council is actively involved in promoting the expansion of prevention and education efforts, particularly school dental health education and fluoridation. The Council annually recognizes outstanding efforts to promote dental health through the Maine Preventive Dentistry Award. The 1988 Award was presented to Terry Hamm-Morris, B.S., R.D.H., for the Northwest Aroostook County Sealant Program sponsored by the Aroostook County Action Program. A special merit award was presented to the City of Portland for their innovative Dental Health Education Program.

PUBLICATIONS: Maine Dental Health Plan, Dental Needs Study Report; Dental Services in Maine Institutions: Current Status and Recommendations.

FINANCES, FISCAL YEAR 1988: 22 MRSA Sect 2098 provides that expenditures of this unit shall be borne by the Office of Dental Health and are, therefore, included in the display of the Bureau of Health.

OFFICE OF DENTAL HEALTH

LEE SCOTT, DIRECTOR

Central Office: 151 Capitol St., Augusta *Telephone:* 289-2361 and 289-3121
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 203; *Citation:* 22 M.R.S.A., Sect. 2094
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health Council and subject to the direction of the commissioner, the overall planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the Office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The Office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan biennially, in cooperation with other state-wide health planning organizations, when deemed appropriate; to conduct ongoing review of all possible sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to Federal, State, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts annual reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. The Office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the Office all funds granted by any private, Federal, State, county, local or other source. Lastly, the Office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the Office as described in the statutes. The report will be submitted to the Governor and Legislature.

ORGANIZATION: A statutory component of the Department of Human Services, the Office is administered by a director, who is appointed by the commissioner, only after consultation with the Council. The director serves in the unclassified service, serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the Council. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the Office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the Office. The director prescribes the duties of staff and assigns a sufficient number of staff to the Office to achieve its powers and duties.

PROGRAM: During fiscal 1988, the Office of Dental Health primarily conducted and administered dental disease prevention programs. The Dental Health Program Plan accepted by the State Health Coordinating Council as part of the State Health Plan in 1982, and the annual Office Work Program served to guide activities undertaken by the office.

The School Dental Health Education Program, administered by the Office was expanded during 1986. A State legislative appropriation provided funds for dental health education materials to over 60,000 Maine children in over 300 schools across the State in fiscal 1988. Additional funds for this program are provided by the Division of Child Health, Maine Department of Human Services.

The Office continued to administer a Statewide community and rural school Fluoridation Program funded by the Preventive Health Services Block Grant. The purpose of the grant is to increase the number of people in Maine who receive optimally fluoridated drinking water. The Well Child Clinic Preventive Dental Program was continued in conjunction with the Divisions of Public Health Nursing and Maternal and Child Health within the Bureau of Health. Fluoride supplements, toothbrushes, and dental health education materials were provided to approximately 1,500 eligible children, ages birth through 5.

Currently, the Office is working to expand School Dental Health Education, Preschool Dental Health Education, and Fluoridation Programs. Dental health education projects particularly geared to adults,special needs populations, and health care providers, have been evaluated and will be expanded. Other areas of involvement include health manpower and increased access to dental services, especially for the elderly and institutionalized populations.

The Maine Dental Health Council has assisted Office efforts over the past year.

PUBLICATIONS:
A variety of publications are available at no charge from the Office; write the Office of Dental Health, Maine Department of Human Services, Statehouse Station 11, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF DISEASE CONTROL

LANI GRAHAM, M.D., M.P.H., DIRECTOR
GREG BOGDAN, DR. P.H., Assistant Director

Central Office: 157 Capitol St., Augusta *Telephone:* 289-5195
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333 1-800-821-5821
Established: 1972 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144V; *Citation:* 22 M.R.S.A., Sect. 1019

PURPOSE: The Division of Disease Control exists to prevent illnesses which can be controlled through vaccination, quarantine, proper hygiene, early recognition and treatment, or other means in order to protect the public health. Traditionally, the emphasis has been on infection control and epidemic prevention. More recently, increased attention is being given to control or amelioration of chronic diseases (such as cancer), and prevention of illnesses which are attributable to environmental or occupational hazards.

ORGANIZATION: The Immunization Program, Sexually Transmitted Diseases Program, AIDS Program, Refugee Program, Tuberculosis Program, Environmental Health Program, the Cancer Registry, and Epidemiology Services all lie within this Division.

PROGRAM:
Infectious Disease Epidemiology. The service deals with the prevention and control of communicable diseases, particularly when they occur in epidemic form. The State Epidemiologist, who is responsible for these disease investigations, works with other programs within the Division of Disease Control, as well as other Divisions within the Bureau of Health, particularly, the Division of Public Health Laboratories, the Division of Public Health Nursing, and the Division of Health Engineering.

Determination as to whether outbreak situations are occurring is made through the evaluation of surveillance data reported by medical providers to the Bureau of Health (as mandated by the Rules and Regulations for Control of Communicable Disease). The State Epidemiologist is responsible for encouraging quality disease surveillance and provides information back to the medical community.

The annual Epidemiology Award was instituted in 1986. It is awarded yearly to the physician and hospital Infection Control Practitioner who, in the previous year, made a significant contribution to the disease reporting effort.

Program activities during FY 88 included:

1. Epidemiologic investigations completed consisted of 17 foodborne outbreaks, 1 outbreak of pseudomonas folliculitis associated with a public spa, giardiasis in a day care center, outbreak of hepatitis involving children attending day care homes in southwestern Maine, an outbreak of dermatitis in an elementary school, and an outbreak of meningococcal meningitis among high school students on a field trip.
2. The annual infectious disease symposium titled "AIDS Update 1987" was held November 4, 1987 and was attended by 350 health professionals and other interested persons from around the state.
3. The Sentinel Physician Surveillance Program was instituted in June 1988. Along with each hospital's infection control nurse, 30 physicians chosen to represent specific geographic areas and medical subspecialties are telephoned once weekly in order to obtain notifiable disease reports from them.
4. The Centers for Disease Control supplied new computer software and training to better enable the program to tabulate disease incidence and analyze outbreak data.
5. The State Epidemiologist is active in the Centers for Disease Control's Salmonella Enteritidis Working Group which focuses on the increased incidence of this specific type of Salmonella in the Northeastern region of the U.S.
6. Together with the Hepatitis Branch of the Centers for Disease Control, the Epidemiology Program conducted an in-depth investigation into the possible transmission of hepatitis B in a day care center.

Environmental Health Program. The Division of Disease Control's Environmental Health Program was established by the Maine Legislature in 1981. It's mission is to assure that environmental health problems, questions, and issues in the State are satisfactorily addressed by State Government. Professional staff in the Environmental Health Program consist of a doctoral level Epidemiologist and Toxicologist, two master level positions (Assistant Epidemiologist and Assistant Toxicologist), two Planning and Research Associate positions, a Tumor Registrar, and three clerical positions. Major activities in the Environmental Health Unit include:

Environmental Epidemiological Assessments. Community health studies such as the Lincoln County Cancer Rates Evaluation Study and cancer cluster investigations such as the Ashland Cancer Risk Factor Prevalence Study are being conducted in this program area. Also, birth defects surveillance (NIOSH cooperative agreement) and selected occupational health studies (Pesticide Applicators Study) are being carried out.

Environmental Toxicology Assessments. The toxicology team provides guidance and leadership on specific toxicological issues confronting the State. Current examples include the establishment of drinking water guidelines for groundwater contaminated with pesticides, assessment of the safety for human consumption of fish and wildlife contaminated with metals or dioxin, development of recommendations for petroleum hydrocarbons in water and air, health assessments of hazardous waste sites in the state, medical recommendations for state employees exposed to asbestos, and developing and implementing of a comprehensive risk assessment policy. The toxicology team provides expert risk assessment consultation to other State Agencies and consults on consumer and occupational health issues.

Gray Health Study. The Gray Health Study consists of an evaluation of medically diagnosed health problems among persons living in the vicinity of the McKin Company hazardous waste dump superfund site. This study is funded through a CDC cooperative agreement which began November, 1985.

Hazardous Air Pollutant Program. The Hazardous Air Pollutant Program has developed priorities for a regulatory program with the Maine Department of Environmental Protection. It is now developing risk assessments and action levels for toxic air contaminants. Assessments have been completed for toluene, perchloroethylene, and formaldehyde. Assessments are currently underway for wood smoke and chlorine. The Program also advises and consults with the Occupational and Residential Health Program of the Division of Health Engineering, and participates in a regional hazardous air pollutant assessment program coordinated by the Northeast States for Coordinated Air Use Management (NESCAUM).

Occupational Disease Reporting Program. Occupational Disease Reporting Rules and Regulations became effective March, 1986. Since the program began, about 71 cases of occupational disease were reported to the Department by physicians and hospitals. These are being analyzed in order to identify high-risk occupations. A survey of physicians is currently being done in an attempt to increase the number of doctors who report.

Community Environmental Health Information Program. Legislation approved during 1985 provides for the establishment of a Community Environmental Health Information Clearinghouse Program. The objective of this program is to provide Maine citizens with the identity and health risk potential of chemicals present in their community. Data on chemicals present in local industrial facilities is obtained from other State regulatory programs. This program provides an interface with the public on environmental health issues and health risk evaluation questions.

Some other significant activities being addressed by the Environmental Health Unit include:

1. Participation with other states in the Northeast Regional Environmental Public Health Center. This center was officially established in September, 1985 and involves input by the six New England States into developing regional approaches for addressing and resolving environmental health problems.
2. Radon/Lung Cancer Case/Control Study. Because of the relatively high frequency of elevated radon levels in Maine's domestic home environments, a collaborative health study has been carried out to assess the lung cancer risk associated with radon exposure in the State's population. Funds for conducting a pilot study were appropriated by the Maine State Legislature; this study is being jointly conducted by the Research Department of Maine Medical Center, the University of Maine and the Department of Human Services.
3. Investigation and research of wildlife and seafood toxicology issues and questions.
4. Evaluation of drinking water standards.

Cancer Incidence Registration Program. The objective of the Cancer Registration Program is to describe the statewide distribution of cancer incidence and mortality. This program, which began collecting data in 1983 and has recently released its fourth annual report, is becoming a rich data source for conducting studies, assisting with cancer cluster investigations, and serving as a data resource for the development of a comprehensive Statewide Cancer Control Plan.

To address the concerns identified by the Cancer Registration Program, a Bureau of Health Cancer Control team has been formed consisting of personnel from the Division of Disease Control, Dental Health, Health Education, Health Engineering, Public Health Nursing, and Maternal and Child Health.

Tuberculosis Control Program. Tuberculosis, the health problem addressed by this program, is a chronic mycobacterial disease. Active pulmonary tuberculosis generally develops from an already-infected minority of the population which constitutes the "reservoir" of tuberculosis infection.

Program services are provided by nurses in the Division of Public Health Nursing. Medical management is provided by private physicians and by the eight physicians on the Board of Tuberculosis Consultants under contract with the Department of Human Services.

All of the following program services are available at no cost to Maine citizens in need of such services: hospital services, clinic services, drugs for the prevention and treatment of tuberculosis, laboratory services, public health nursing services, and professional literature. The program maintains a case register listing of all tuberculosis patients, contacts, and persons on preventive therapy. All bills are submitted to third party payors for payment prior to submitting to the TB Control Program.

In FY 87, the program served 3,198 persons including active tuberculosis cases, suspects, contacts of cases, tuberculin reactors and school personnel.

In FY 88, the program staff expected to accomplish the following objectives: (1) to raise to 95 percent the proportion of active tuberculosis patients at home on current drug therapy; (2) to raise to 90 percent the proportion of active tuberculosis patients at home with recent medical and/or X-ray examinations; (3) to raise to 70 percent the proportion of active tuberculosis patients at home receiving bacteriologic examination within the last three months; (4) to raise to 75 percent the proportion of inactive tuberculosis patients receiving X-ray and/or medical examinations within the preceding twelve months; (5) to have 95 percent of all contacts examined by tuberculin test within one month after report of the source case to the appropriate regional office; (6) to ensure that 95 percent of all tuberculosis contacts, who were initially examined by tuberculin test, are completely evaluated within 90 days of the identification of the index case and receive care appropriate to their evaluation that is consistent with the Program's recommendations; (7) to ensure that 90 percent of all suspects receive medical services leading to a final disposition within three months. These seven objectives are basic to a sound tuberculosis control program and will be pursued until such time as Maine's incidence rate declines to an irreducible minimum.

In addition, the program's objectives in FY 88 included: (8) working toward the reduction of the number of tuberculosis clinics as the incidence of the disease decreases; (9) informing and educating the Maine public and private health care sectors as to appropriate medical management through workshops, staff meetings and the Bureau of Health Epigram; (10) conduct close surveillance of Indo-Chinese, Polish, Afghan, and Iranian refugees because of the high incidence of tuberculosis in this population group; (11) evaluating the school tuberculin reactor rates based on FY 88 school testing reports; (12) continuing to provide funding to the State Laboratory to provide testing for tuberculosis without charge to patients or providers; and (13) begin cross-referencing for coincidence of AIDS and M. Tuberculosis.

Refugee Health Assessment Project. The Refugee Program concerns all aspects of the resettlement of all refugees in Maine. The two major goals of the program are: 1) to prevent and control health problems of public health significance among refugees; and 2) to improve the general health status of the refugee population through health assessment and referral, emphasizing those health problems which may prevent economic self-sufficiency.

The Bureau of Health has been primarily concerned with the evaluation of the health status of refugees. The Bureau of Health is notified of arriving refugees by Immigration Services. The Division of Public Health Nursing and other nursing agencies contact the refugees, provide a health assessment including tuberculosis screening and assist them in obtaining medical care and refer them to other resources as necessary. Because of out-migration, neither the Refugee Resettlement Program nor Bureau of Social Services can do more than approximate country of origin for refugees residing in Maine. The largest out-migration has occurred with Cambodian families, who migrate to Lowell, Massachusetts to seek employment and to seek a Khmer buddhist Temple (available in Portland since 5/88).

In FY 88 Maine received a grant for $18,177. This money is used to reimburse nursing agencies in York and Cumberland Counties for health assessment visits, and was decreased by $2,613 from FY 87. This decrease reflects the decrease in numbers of refugees resettling in Maine. For the first time, European refugees exceeded Asian refugees 59 to 40.

In FY 88 the program served 288 refugees and in FY 88 the program staff expected to accomplish the following objectives:

1) To identify refugees regardless of national origin, who are eligible for specific services for whom no other source of reimbursement is appropriate.
2) To provide health assessments for all officially arriving refugees and non-officially arriving refugees (in-migrants) placed in the catchment area of the selected nursing agencies.
3) To ensure that refugees in whom assessment findings indicate personal health problems are referred elsewhere for proper medical or dental health attention.
4) To increase communication with medical providers including dissemination of information regarding refugee health and feedback from physicians.
5) To continue to establish agreements with individuals for interpreter services.
6) To increase the numbers of refugees who start tuberculosis preventive therapy to complete their course of therapy.

AIDS Program. Human Immunodeficiency (HIV) is a subtle new pathogen which may cause its human host to be infectious for a period of years while they remain ostensibly in good health and symptom-free. Known transmission routes are semen to blood and blood to blood. The known host cell is a lymphocyte which is central to the body's immune response to challenges from many sectors: protozoal, fungal, bacterial, viral and from rare cancers. Many people with evidence of HIV infection—HIV antibody presence, immune system disturbances—remain free of symptoms or overt infection (AIDS) while remaining infectious to intimate sexual or needle-sharing contacts and thereby spread the infection.

The first case of AIDS in Maine was reported in December of 1984. By the end of 1988, 83 cases had been diagnosed. Some estimate that for every diagnosed case of frank AIDS, there could be 10 cases of AIDS-Related Complex (ARC); and for every case of ARC, there could be 10 asymptomatic HIV cases who are infected and infectious to others. Certainly it is clear that the cases of AIDS reported to the Bureau of Health represent only a small fraction of those who are infected.

In recognition of the serious threat to Maine citizens posed by the AIDS epidemic, Governor John R. McKernan, Jr., established responding to the epidemic as a priority issue for his administration. On February 16, 1988, the Governor released state government's first AIDS report, *AIDS in Maine: Background and Policy*. The Department of Human Services has been identified as the lead agency in formulating a state response to the AIDS epidemic. Within the Department, the Bureau of Health developed the first draft of the AIDS report. This draft was evaluated by the State AIDS Interdepartmental Committee, a 25-member group representing every Department/Agency in State Government. After the initial work by the Interdepartmental committee, the report was submitted to the Committee to Advise the Commissioner of Human Services on AIDS. With input from that Committee, the report was revised again and submitted to the Interdepartmental committee. Finally, the Governor's Cabinet Council on AIDS, a nine-member group of Commissioners representing key government agencies evaluated the report. One of the greatest strengths of the report can therefore be seen in the *process* of its development. In addition, a commitment has been made to update and revise the report every six months.

As the title suggests, this is not a State plan in the classic sense of identifying unchanging goals and objectives to be achieved over specific time periods. Rather, this report is expected to serve as the foundation for a coordinated statewide approach to AIDS. The report addresses key policy issues which need to be resolved to advance the State's current capacity to deal comprehensively, compassionately and effectively with AIDS. It identifies the persons and agencies within, and outside of, State government who will help. The report is an educational tool and will serve as a catalyst for drawing further creative approaches from Maine citizens. Although many parts of this report are written specifically as State government policies or for State employees, it is hoped that these parts may be useful as models for private organizations in need of policies and recommendations.

While constantly weighing the societal fears of affected risk groups (rights of those infected to privacy, employment, housing) against the principles of public health and disease control (right of the general public to remain free of disease) the AIDS Program will strive to accomplish disease control without sacrificing the rights of infected members of the public.

The Office on AIDS, in the Division of Disease Control, was funded by two separate grants from the Centers for Disease Control in FY 88. It will work in close coordination with the STD Control Program. General goals of the Program are: 1) to educate the public about AIDS/HIV infection regarding transmission and prevalence; 2) to educate the medical community regarding AIDS/HIV infection; 3) to promote risk reduction in populations at risk through one-on-one counseling and testing services; 4) to assess prevalence of HIV infection in the State through counseling and testing services; and 5) to promote sexual and needle-sharing contact notification in all counseled HIV cases.

Sexually Transmitted Disease Control Program. The Maine STD Control Program operates with federal assistance as provided through a cooperative agreement with the Centers for Disease Control. Weekly, monthly and quarterly disease reporting in addition to quarterly narratives document the progress made in meeting stated program goals and objectives.

Three primary STD clinics operate in the state and offer a total of 10 hours of clinic services per week. The STD Control Program provides significant assistance to clinic operations in Bangor, Lewiston and Portland in the form of full-time coordinators, part-time clerical and lab personnel, medications, diagnostic media and, except for Portland, site rental. Ancillary clinic operations in Augusta, Biddeford, Ellsworth, Presque Isle, and Rockland are supported with small stipends to facilitate walk-in services for volunteers. Clinic service fees range from $20 to $25 but no one is refused service based on inability to pay. All STD clinics, with the exception of Augusta, serve as Anonymous Test Sites (ATS) for the Maine AIDS Prevention Program. The capped fee for this service (two counseling sessions/HIV antibody test) is $15.

The rationale of STD Control is simple: to interrupt transmission of those diseases whose societal impact is unacceptable and whose infectious course can be altered. Disease prevention is based upon the capability to test/diagnose active infection and the capability to treat or otherwise alter the course of infectiousness. Actual program intervention impact is measured by closely tracking many process-minded epidemiologic indices, eg., the number of sexual contacts who are newly-treated as a result of program contact-tracing over the number of index cases interviewed. The accomplishment of such objectives, in the aggregate, naturally results in disease prevention and decreasing morbidity.

STD Control Program operations in Maine utilizes the time-proven methodologies of 1) provision of clinic services for symptomatic volunteers; 2) investigation of positive lab reports (reactor program) to insure treatment of patient and contacts by treating provider or local STD clinic; and, 3) performing one-on-one patient interviewing and contact-tracing services to the extent resources allow. In addition, the Program provides replacement medications, upon request, for private sector providers reporting STD's.

Gonorrhea infection, with its acute ascending infection which damages the female reproductive tract of infected women, appears well under control. We had been documenting a 7-9%

decrease in the early 80's, whereas in 1986 and 1987 we registered decreases in the range of 25% per year. In 1988 we project less than 500 cases. Gonorrhea is commonly diagnosed in the private sector and continuing investigative outreach through each infected patient is important if we are to continue to reduce indigenous gonorrhea in the state. Our goal is to provide a one-on-one interview and sex partner notification services by program personnel to 3 of every 4 gonorrhea patients treated in the state. While penicillin resistant gonorrhea has become problematic in some nearby states (Massachusetts @ 4.5%), we rarely encounter a case that has not been imported from elsewhere.

Infectious Syphilis case rates fluctuate from 20 to 50 cases per year. In 1988, we project less than 20 cases, the majority being imports from other states. This program component carries the highest priority due to the potential of fatal impact on the fetus and newborns born to infected mothers. Risks from syphillis infection have increased, primarily among homosexuals, as recent case histories show an increased likelihood of an early acute neurosyphilis in patients co-infected with HIV. This mandates a more aggressive HIV Ab testing stance for patients infected with syphilis. Curative therapy for neurosyphilis requires daily administration and constitutes both a logistic difficulty as well as concerns over potential increased medication cost. Also, syphillis patients with genital ulcers present are thought to be at increased risk of HIV transmission when exposed. All cases of infectious syphilis and their contacts are aggressively followed by program personnel to insure curative and preventative therapy.

Chlamydia trachomatis infection, due to new testing procedures, became a more easily diagnosed entity in 1986. The complication of advanced infection again involves the female reproductive tract, especially of younger women, and leads to an indolent tubal infection which can result in either in infertility or congenital abnormalities. In addition, when a female chlamydia patient suffers friability of the cervix she is thought to be at increased risk of HIV transmission upon exposure to that virus. In males, chlamydia often appears as a mild and clinically diagnosed and treated urethritis (NGU). In 1985 we reported 94 documented chlamydia cases in Maine. In 1986, to gauge the true extent of infection in Maine, the STD Control Program instituted a six-month screening program for women 25 years of age and under. The results were dramatic: 13.8% were found positive, and among these, four of five had no symptoms. Largely through these detection efforts, we encountered 1,120 cases in 1986. Chlamydia incidence in 1987, with the increased visibility, became the most commonly reported STD in Maine, at 2,005 cases. Current program efforts are directed to enlarging followup protocols to include documentation of, not only patient diagnosis and treatment, but also of patient interview and contact referral. In 1988, we project that 3,000 cases will be diagnosed and treated. We are presently networking with the Maine Family Planning Association to help provide a second chlamydia screening initiative in 1988-89. Federal assistance to mount a chlamydia control program may be on the horizon.

HIV Infection (AIDS) has dramatically impacted STD Control. Aside from clearly advising all patients served in STD clinics of their HIV risk and documenting that this has been done, STD clinics serve as anonymous counseling and testing sites for at-risk people. Anonymous site counseling and testing produces 30% of the patients found positive in the Public Health Laboratory testing program. Counseling and testing of persons at higher risk is regarded as a most effective way to deliver the risk-reducing message which results in decreased HIV transmission. The STD Control Program also assists the Office on AIDS Reactor Component which provides counseling and partner notification services to private sector HIV infected patients and their exposed contacts.

Immunization Program. The Immunization Program is responsible for: promoting the timely immunization for children and adults against vaccine-preventable diseases; distributing vaccines throughout the state; monitoring and controlling vaccine-preventable disease outbreaks; surveillance of adverse events following immunization; and education efforts of the medical community and general public.

In FY 88, the program distributed MMR (measles, mumps, and rubella) and DTP (diphtheria, tetanus, and pertussis) vaccines which were provided to the private medical community free of charge. In addition, a full gamet of vaccines was provided to public agencies, including DTP, MMR, OPV (oral polio vaccine), Hib (Haemophilus influenzae b), Td (adult tetanus and diphtheria).

Additionally, program staff were involved in assisting with technical support to post-secondary schools and hospitals in complying with immunization requirements, passed in FY 1987.

Program staff also were involved with the completion of school immunization assessments, epidemiology activities (such as case reporting, case investigation, and surveillance).

The population served by the program in FY 88 was approximately 350,000 persons.

During FY 88, the program staff expects to accomplish the following: 1) assure that 100 percent of all Maine schools respond to the school enterers survey and that 100 percent of day care facilities respond to a survey of day care enrollees and to re-evaluate a sample of the self-reported results; 2) assure that 100 percent of hospital employees at high risk of contracting and spreading measles and rubella are adequately protected; 3) maintain a multi-faceted disease surveillance system capable of identifying and reporting the occurrence of immunizable diseases within 3 days of the identification of a suspected case; respond within 24 hours to suspected polio, diphtheria and measles cases, and initiate containment procedures; 4) maintain an information/educational approach designed to educate the general public regarding the need for immunization and to inform the medical professionals regarding recommended immunization practices; 5) assure that community-based volunteers are available to increase community participation and interest in immunization; 6) to maintain an adverse reaction surveillance program to monitor and investigate adverse reactions following receipt of vaccine; 7) work with colleges and universities towards insuring adequate protection for their students against the vaccine preventable diseases; and 8) to insure that a tracking system designed to maintain immunization recipients on schedule is developed and offered to medical providers.

Migrant Farm Worker's Health Clinic, Cherryfield, Maine. The Division of Disease Control took the responsibility to establish a health clinic to serve the migrant farm worker population and their families in the summer of 1987. The health clinic was located in the Rakers Center in the town of Cherryfield in Washington County. Funds for the clinic were obtained through a federal grant to New England Farm Workers Council, Inc., in Springfield, Massachusetts, which subcontracted with the Bureau of Health to carry out the programmatic activities. The Rakers Center provided food-assistance, legal assistance and direct assistance through cooperative efforts by Pine Tree Legal Assistance, Inc., Washington-Hancock Community Agency, and the Maine Department of Human Services (DHS). The Rakers Center was in operation from July 27 through August 21, 1987. The health clinic was open from August 5th through August 30th. The clinic kept the same hours as the rest of the center, 8:00 a.m. to 4:00 p.m., Monday through Friday. The Division of Disease Control carried the overall responsibility for organizing and operating the health clinic as well as the responsibility for coordinating all the directly related activities.

A total of 232 patients were seen at the clinic. The 232 patients seen at the clinic presented a total of 281 conditions representing a total of 258 visits. Twelve patients required more than 1 visit to the clinic for treatment and follow-up. On 3 occasions, the patient had to be referred to a more specialized treatment facility.

PUBLICATIONS:

1. Rules for Control of Communicable Diseases.
2. Reportable Diseases Reference Guide
3. EPI-Gram
4. Criteria for Reporting Occupational Diseases
5. State of Maine 1985 Cancer Registry Annual Report
6. Petroleum Contamination of Maine's Drinking Water Wells
7. AIDS Resource material
8. Immunization certificate

All of above are free

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DRIVER EDUCATION EVALUATION PROGRAM APPEALS BOARD

STEPHEN R. LEARY, CHAIRPERSON

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-2028
Mail Address: 32 Winthrop St., Augusta, ME 04333

Established: October 1, 1987

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 165; *Citation:* 22 M.R.S.A., 7207

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Driver Education and Evaluation Program (D.D.E.E.P.) Board of Appeals was established 10/1/87 as an independent entity by Statute 22 M.R.S.A., Sec. 7207. The purpose of the Board was to fulfill the following functions:

1. To allow a client to appeal decisions made as a result of client's participation in the Driver Education and Evaluation Program as to whether
   a) client may appeal a failure to certify completion of treatment or
   b) client may appeal an evaluation decision which refers client to treatment after client has sought a 2nd opinion of the need for treatment.
2. To hear requests for emergency waivers of the prohibition of individual persons and agency entities to provide both evaluation and treatment services to D.D.E.E.P. clients.
   (NOTE: This purpose was eliminated as a function of the Board by L.D. 2298 on 4/26/88.)

ORGANIZATION: The Board consists of 3 members appointed by the Governor for 2-year terms (one present vacancy exists), with one chairperson elected annually by the membership.

The qualifications for Board members require that each have training, education, experience and demonstrated ability in successfully treating clients with substance abuse problems. Board members are prohibited in holding a current certificate to provide driver education and evaluation services during their terms of appointment.

Support services to the Board are provided by the Department of Human Services.

PROGRAM: The implementation of activities by the Board has proceeded in a relatively smooth and orderly fashion since inception on 10/01/87; partially as a result of the support and assistance provided by the cooperating agencies of the Driver Education and Evaluation Program, the fair hearings unit of the Department of Human Services, and the Attorney General's office.

The initial months of existence of the Board were primarily devoted to legal and technical matters to ensure proper functioning. During this same period of time, the Board was required to respond to waiver requests from service providers to allow these providers to provide both evaluation *and* treatment services to D.D.E.E.P. clients in cases where the Board examined whether a genuine hardship condition existed in which it would be impossible for both evaluation and treatment to be provided by separate individual agency entities. From it's inception on 10/01/87 until 4/26/88 (when this no longer will be a function of the Board), a total of 60 requests for such waivers were received by the Board. Of this number, the Board made the following decisions:

a) 39 requests for waivers were approved
b) 14 requests for waivers were denied
c) 7 requests were resolved in other manner.

The primary function of the Board in providing for fair hearings to D.D.E.E.P. clients who wish to appeal decisions has proceeded much slower than anticipated. Since it's inception, the Board has been required to schedule a total of eight (8) hearings in different regions with the following results:

a) Four (4) appeals denied with same treatment recommendation required by D.D.E.E.P.
b) Three (3) appeals denied with recommendation of a different treatment modality required by D.D.E.E.P.

c) One (1) decision pending.

(NOTE: (3) of the above clients have appealed the Board's decisions to the Maine Superior Court.)

Finally, the Board provided one training activity at the D.D.E.E.P. providers conference in May, 1988.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

BUREAU OF MAINE'S ELDERLY

CHRISTINE GIANOPOULOS, DIRECTOR

Central Office: Augusta Plaza, Augusta *Telephone:* 289-2561
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 149; *Citation:* 22 M.R.S.A., Sect. 5105
Average Count—All Positions: 25 *Legislative Count:* 7

PURPOSE: This agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity and to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people.

The Bureau of Maine's Elderly, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of the Department of Human Services, is authorized to establish the overall planning policy objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State. The Bureau encourages and assists development of coordinated use of existing and new resources and services relating to older people; maintains up-to-date data on programs it administers; maintains a clearing house of information on programs and services operated under public or private auspices for older people; and conducts assessments of their adequacy and the need for additional programs and services. The Bureau assists the Legislature and Executive Branches of State Government in coordination of all government efforts relating to older people. It prepares and administers a comprehensive State Plan relating to older people and administers such plans or programs as are required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973, the United States Older Americans Act of 1965, and the Home Based Care Act of 1981 as related to older people. The Bureau has responsibility to plan and advocate for necessary or desirable programs for older individuals or groups of individuals; to seek and receive funds from the Federal Government and private sources to further its activities; and to enter into agreements necessary or incidental to the performance of its duties. The Bureau prepares, adopts, amends, rescinds and administers policies, procedures, rules and regulations. It develops, organizes or conducts training programs for persons in the field of serving older people. It convenes and conducts conferences concerned with the development and coordination of programs for older people, including co-sponsorship with the Maine Committee on Aging of the annual Blaine House Conference on Aging.

ORGANIZATION: The Bureau of Maine's Elderly originated in 1966 as the Services for Aging Office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973 the office was established by statute as a separate and distinct organizational unit of the Department, under the name of Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. It is currently one of six bureaus in the State Department of Human Services. The Bureau operates from a central office in Augusta and has designated five private non-profit area agencies on aging across the state, under federal and state law to receive and administer funds for programs for the aging.

PROGRAM: The Bureau's program is focused on assisting persons age 60 and over to maintain independent and productive lives. To do so, it funds, monitors and evaluates a range of social and in-home services. The Bureau administered in FY 88 a budget totalling over $12 million dollars of state and federal funds, most of which were granted to Area Agencies on Aging (AAA), using a formula based on number of elderly in an area. The AAA's, each run by an elected Board of Directors who are themselves older citizens, determine within the range of federal and state regulations, which services to plan and advocate for in their local areas.

During FY 88 the Bureau, through the AAA's, supported a wide range of comprehensive services including information and referral, outreach, care management and in-home care, housing assistance, legal services, employment assistance, adult day care, transportation, weatherization assistance, health screening, homemakers, and home repair services. In addition, nearly 1 million hot meals were served in 96 nutrition sites and through home delivered programs across the State. The Bureau sponsored 72 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in 22 sites around the state. Ninety-two older workers served local agencies through the Senior Community Service Employment Program. Over 80 older persons were enrolled in the Job Training Partnership Act program. Both employment programs have eligibility requirements and are open to people aged 55 and over.

In FY 88 the Bureau continued to work closely with AAAs to develop a variety of resources to meet the needs of the over 1400 clients who were helped to remain at home through the Home Based Care Program, and another 1300 persons who received care management to arrange in-home services. The Medicaid Waiver for In-Home and Community Services is in its third year; the project brought in $3 million this year; a five-year extension was approved this year. In FY 88 it served 900 persons who would otherwise be in nursing homes. The Bureau continued its technical assistance to and monitoring of quality of in-home services. It also provided financial support to 18 congregate housing services programs for approximately 190 congregate housing residents. The Bureau also worked on legislation to regulate continuing care retirement communities and adult day care programs, as well as various other bills of interest to older people.

Through a sub-contract to the Maine Committee on Aging, the Bureau supported the Long Term Care Ombudsman Program which last year investigated over 580 complaints on behalf of nursing home residents and advocated for extensive policy reform in long term care.

The Bureau of Maine's Elderly and Maine Committee on Aging co-sponsor the Blaine House Conference on Aging which identifies issues of concern to Maine's older people which require legislative or administrative action.

The Bureau of Maine's Elderly sponsors continuing legal education seminars dealing with legal options for impaired older people and age discrimination in employment. Legal Matters for Older Mainers, programs organized in conjunction with the Maine Bar Association, were held in Bangor and Lewiston, and dealt with a variety of legal issues of concern to older people.

The Bureau has several initiatives with other agencies regarding the needs of special segments of the elderly population, such as the mentally retarded, the mentally ill, the handicapped, and people with visual impairments. A special project is also being implemented to assist elderly housing managers with alcohol and substance abuse issues; tenants assistance programs will be set up throughout the state.

The first statewide meeting of the aging network and Maine's rural health centers was held to increase the use of these facilities by the elderly.

LICENSES, PERMITS, ETC.:
Voluntary Certification of Congregate Housing Services Programs

PUBLICATIONS: All are free and available at the Bureau of Maine's Elderly.
A Consumer's Guide to Home Equity Conversion
1987 Annual Report; Home Basic Care Program
Directory of Senior Community Service Employment in Maine
Profile of Maine's Population Aged 65 and Over
Resource Directory for Maine's Older Citizens (Revised 2/88)

State of Maine Senior Citizen Groups
The B.M.E. Newsletter—Quarterly
You and Your "PCA" (Personal Care Assistant)
Living Will Declarations in Maine
Durable Powers of Attorney for Health Care

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINE'S ELDERLY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	474,468	125,670			348,798	
Health Benefits	27,453	9,013			18,440	
Retirement	87,401	24,179			63,222	
Other Fringe Benefits	2,952	939			2,013	
Computer Services—State	18	6			12	
Other Contractual Service	136,857	70,594	8,146		58,117	
Rents	48,752	12,349			36,403	
Commodities	13,391	5,953			7,438	
Grants—Subsidies—Pensions	6,038,737	1,244,624	420,292		4,373,821	
Equipment	3,037	1,162			1,875	
Interest—Debt Retirement	64				64	
Transfers to Other Funds	4,458		70		4,388	
TOTAL EXPENDITURES	6,837,588	1,494,489	428,508		4,914,591	

OFFICE OF EMERGENCY MEDICAL SERVICES

KEVIN McGINNIS, DIRECTOR
MARSHALL CHAMBERLIN, M.D., MEDICAL DIRECTOR

Central Office: 295 Water St., Augusta *Telephone:* 289-3953
Mail Address: 295 Water Street, Augusta, Maine 04330

Established: 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 157; *Citation:* 32 M.R.S.A., Sect. 84

Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: Almost all medical emergencies are produced by 8 diseases: heart conditions, trauma, poisoning, spinal and head injuries, high risk births, burns and behavioral emergencies, and a very few medical conditions. The Office of Emergency Medical Services serves as the administrative arm of the State Board of EMS, and both have as their purpose to insure that medical emergencies are promptly recognized, effectively treated in the field, and safely transported to competent definitive care in the hospital.

ORGANIZATION: The Office staffs and reports to the State Board of Emergency Medical Services. EMS licensure, state system coordination, support of providers and provider services, and other day to day responsibilities are delegated by the Board to the Office. Besides staffing the Board and its committees, which meet monthly, the Office completely revised the EMS licensure system to make it more responsive to provider needs, overhauled its office management practices to make the new staff management and other Board responsibilities possible, and revised its staffing completely. Office staff have regularly attended meetings of all 6 regional EMS councils, county and regional ambulance and rescue associations, and other groups to better maintain lines of communication. Office staff are assisting the Board in implementing major EMS system changes which include improved uniformity in the training, testing, and medical protocols used in the state, and simplification of licensing rules and practices. An ambitious work plan was developed with the Board, for the next two years. New statewide EMS protocols and a completely revised set of EMS rules were developed and distributed.

PROGRAM: There are a total of 218 services in the State of Maine. Of these, 186 are ambulance services and 32 are first responder rescue services. Of the 218 services in the State, 47 provide advance life support at the Critical Care-Paramedic levels, 113 provide Intermediate-Advance Life Support, and 58 provide Basic Life Support services. There are some 3,000 individuals licensed as emergency medical service providers in the State. The Office is responsible for the licensure and coordination of these services.

LICENSES, PERMITS, ETC.

Ambulance service and vehicle licenses.

Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for EOA, Intermediate, Critical Care and Paramedic licensure.

PUBLICATIONS:

Annual Report, free
Directory of Ambulance Services, free
Laws and Regulations affecting EMS, free
Newsletter, free
Incidental Reports on Studies of Emergency Care, free
Statewide Protocols, free
Maine EMS Goals, 1988-89, free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF EMERGENCY MEDICAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	116,130	15,572			100,558	
Health Benefits	5,513	665			4,848	
Retirement	21,971	2,468			19,503	
Other Fringe Benefits	1,317	144			1,173	
Computer Services—State	5,935				5,935	
Other Contractual Service	163,215	64,119			99,096	
Rents	11,233	10,390			843	
Commodities	3,110	3,100			10	
Grants—Subsidies—Pensions	378,250	253,250			125,000	
Transfers to Other Funds	3,662				3,662	
TOTAL EXPENDITURES	710,336	349,708			360,628	

EMERGENCY MEDICAL SERVICES BOARD

LYNNE GAGNON, R.N., CEN, CHAIRMAN

Central Office: 295 Water Street *Telephone:* 289-3953
Mail Address: Augusta, Maine 04330
Established: 1982 *Sunset Review Required by:* 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 163; *Citation:* 32 M.R.S.A., Sect. 88
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Emergency Medical Services Board, as defined by Chapter 2-B of 32 MRSA, is the central agency responsible for insuring an effective statewide emergency medical services system. Pursuant to the legislative intent, the Board recognizes and accepts its role as a separate, distinct administrative unit of the Department of Human Services. The Board assigns responsibility for carrying out the purposes of Chapter 2-B, 32 MRSA, to the Office of Emergency Medical Services within the Department of Human Services.

The Board further recognizes its responsibility to work cooperatively with the Department of Human Services and all other parties interested in the emergency medical services system, and accepts its role as the authority accountable to the Citizens of the State of Maine.

ORGANIZATION: The Board has 13 members. Six represent regions of the State, the others represent for-profit ambulance services, not-for-profit ambulances, first response services, nurses, the public, and an attorney. The Board meets at least quarterly by law: its practice is to meet monthly, on the first Wednesday of the month at 9:30 a.m. in Augusta. The Board elects its Chairperson.

PROGRAM: The Board developed 1988-89 goals and work plan. The Board has also begun an effort to revise and streamline its rules to make them easier to understand and administer. A completely revised set of rules will be in effect in FY 89. The Board's licensure responsibilities have been delegated to the Office which has overhauled the computer licensure system, previously used to make it more responsive to the needs of EMS service chiefs and other providers.

The Board has initiated committees to establish more uniform systems of EMS training and testing, and to coordinate medical care protocols. These committees include non-Board members with special expertise, including unprecedented physician participation, and have met monthly to carry out their assignments.

LICENSES, PERMITS, ETC.:

Ambulance service and vehicle licenses.

Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for EOA, Intermediate, Critical Care and Paramedic licensure.

PUBLICATIONS:

Annual Report, free
Directory of Ambulance Services, free
Laws and Regulations affecting EMS, free
Newsletter, free
Incidental Reports on Studies of Emergency Care, free
Statewide Protocols, free
Maine EMS Goals, 1988-89, free

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

ENVIRONMENTAL HEALTH ADVISORY COMMITTEE

DIANA WHITE, CHAIRPERSON

Mail Address: Diana White, Maine Labor Group On Health, Inc.,
P.O. Box V, Augusta, ME 04330 *Telephone:* 622-7823

Established: 1981

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 339; *Citation:* 22 M.R.S.A., Sect. 1693

PROGRAM: The establishment of an Environmental Health Unit within the Department of Human Services, Bureau of Health, Division of Disease Control, by the 1981 State Legislature created a resource group for conducting evaluations of the risk associated with potentially hazardous environmental exposures. Section 1963 of the enabling legislation provides that the Commissioner of the Department of Human Services appoint representatives of the public and private sector to serve as an advisory committee for the program. The committee's purpose is to make recommendations to the commissioner concerning the steps that should be taken for a healthful environment. It is composed of individuals with training and experience in environmental medicine, epidemiology, toxicology, human genetics, biomedical research, and related fields. During FY 88, several new members were added to this committee. Issues considered by the committee included the safe disposal of paper mill and sewage treatment plant sludge, the potential public health impact of use of pecticides in agriculture, the pattern of cancer risks in populations living in proximity to nuclear power plants, and several environmental health legislative issues including the expansion of the Occupational Disease Reporting and Community Environmental Health Information Clearinghouse Programs.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF EYE CARE

HAROLD LEWIS, DIRECTOR

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-3486
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1941 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 150; *Citation:* 22 M.R.S.A., Sect. 3500

Average Count—All Positions: 32 *Legislative Count:* 13

PURPOSE: The Division of Eye Care was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of special education services to blind and visually-impaired children from birth to age 21; vocational guidance and training; the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; and the provision of other social services to the blind.

ORGANIZATION: The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. The Division received its present name and was transferred to the Department's Bureau of Rehabilitation in a departmental reorganization of 1970. In 1973, legislation established the Division as a statutory unit of the Department but for administrative purposes, it remains within the Bureau of Rehabilitation. In 1983 legislation designated the Division as the agency responsible for the provision of special education services to blind and visually-impaired children from birth to age 21. The Division maintains direct service staff in five regional offices throughout the state.

PROGRAM: The program has the following areas of focus:

Register of Blindness. Maine Law necessitates the Division of Eye Care to register blind persons for the purpose of evaluating their need for service. There are presently over 3,000 severely visually-impaired persons on the Register with approximately 250 new names added each year.

Prevention of Blindness. The Division of Eye Care has supported the creation of a new private non-profit agency, Maine's Prevention of Blindness Program, Inc. This public-private cooperative effort has as its goal the reduction of the incidence of blindness through public education, visual screening of high risk population and the coordination of existing services.

Education of Blind Children. The Division of Eye Care, in 1983, was designated as the agency responsible for the provision of those specialized services needed by blind children ages 0-21 (braille instruction, mobility, visual aids, special educational aids and appliances, itinerant teachers' services, etc.) so that they may receive an appropriate education in local schools.

During this reporting period, the Division provided special education services to over 400 blind and severely visually-impaired school children in Maine. All but approximately 15 of these children were served in Maine's local public schools.

These legislatively mandated services are provided in close cooperation with local education agencies and the Maine Department of Educational and Cultural Services. Services are specified in the individual education plan of each visually-impaired and blind student.

Vocational Rehabilitation. The purpose of the Vocational Rehabilitation Program is to assist blind persons to be retained or to enter gainful employment.

During this reporting period, over 600 blind and severely visually-impaired men and women received services under this program, of which over 90 were placed into gainful employment.

Vending Stand Program. (Randolph Sheppard Act) In order to enhance the economic opportunities of blind persons, both state and federal statutes grant to the Division of Eye Care the authority to install in municipal, state or federal buildings, vending facilities or snack bars to be operated by licensed blind persons.

To carry out this activity the Division, to date, has established seventeen vending facilities throughout the state, including new locations on the Interstate highways and in state parks.

Other Services. The Division of Eye Care, in close cooperation with the Maine Center for the Blind, Portland maintains a program of rehabilitation and social services for the older blind of Maine, for the purpose of assisting them to maintain their own homes rather than their being placed in institutional or nursing home settings.

The Division will not only continue to use its own resources to enhance services for the blind in Maine, but will also increase its efforts in working with the private sector (e.g., Maine Sight (Lion's), citizen task forces) in order to strengthen existing service programs.

One of the major goals of the Division of Eye Care this coming year is to work cooperatively with the Department of Educational and Cultural Services and local school districts in carrying out its legislative mandate to work with blind children ages 0-21 so that they may receive an appropriate education.

LICENSES, PERMITS, ETC.

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Sect. 656.)

State Licensing Agency for operators of vending facilities under the Randolph-Sheppard Act as amended by P.L. 93-516.

PUBLICATIONS:

1. Maine and Federal Laws Pertaining to the Blind—free
2. Services for the Blind and Visually Handicapped (Division of Eye Care)—free
3. Directory of Services for the Blind and Visually Impaired—free
4. What Do You Do When You See a Blind Person
5. Facts About Blindness And Visual Impairment
6. The Eye And How We See
7. Understanding Eye Language

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF EYE CARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	711,741	316,142			395,599	
Health Benefits	45,500	18,156			27,344	
Retirement	128,991	57,432			71,559	
Other Fringe Benefits	3,333	1,555			1,778	
Computer Services—State	11,816	10,740			1,076	
Other Contractual Service	143,473	58,235	14,366		70,872	
Rents	36,844	22,241			14,603	
Commodities	12,624	1,050	6,917		4,657	
Grants—Subsidies—Pensions	1,378,054	745,562	2,145		630,347	
Equipment	48,527				48,527	
Interest—Debt Retirement	7	5			2	
Transfers to Other Funds	11,085		319		10,766	
TOTAL EXPENDITURES	2,531,995	1,231,118	23,747		1,277,130	

BUREAU OF HEALTH

IRWIN M. GREENBERG, M.D., D.M.Sc., DIRECTOR

Central Office: 151 Capitol St., Augusta *Telephone:* 289-3201
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1835 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144A; *Citation:* 22 M.R.S.A., Sect. 251

Average Count—All Positions: 200 *Legislative Count:* 135

Organizational Units:
- Central Administration
- Division of Disease Control
- Division of Maternal and Child Health
- Division of Health Engineering
- Division of Public Health Laboratories
- Division of Public Health Nursing
- Division of Health Promotion and Education
- Office of Dental Health
- Office of Health Planning & Development

PURPOSE: The purpose of the Bureau of Health is to preserve, protect and promote the health and well-being of the population through the organization and delivery of services designed to reduce the risk of disease by: (1) modifying physiological and behavioral characteristics of population groups ("hosts" of disease); and (2) controlling environmental hazards to human health ("agents" of disease).

ORGANIZATION: The first State sponsored public health activities were delegated to the State Board of Health in 1885.

In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and located the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975. Although the Bureau of Health is established by Statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

The Bureau of Health has conducted disease control and health engineering programs and has offered public health laboratory and public health nursing services since the early part of the century. The Bureau's Division of Maternal and Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare.

In the 1960's and 1970's a number of programs such as emergency medical services, genetic disease prevention, hypertension and diabetes control were organized within the Bureau of Health as a result of federal initiatives and with concomitant federal funding. The Department's hospital regulation and assistance activities, and its medical assistance program, were a part of the Bureau of Health until 1977, when they were moved to the newly organized Bureau of Medical Services. A unit administering the Hill-Burton funds for hospital construction, the comprehensive health planning program, the cooperative health statistics, and the health manpower data systems, formerly housed in the Bureau of Health, became a part of the newly established Office of Health Planning and Development in 1976. In 1986, the Office of Emergency Medical Services became a separate administrative unit within the Department of Human Services.

PROGRAM: The programs of the Bureau are carried out within the various divisions and offices listed under the organizational units section. Their individual reports detail the specific activities through which the Bureau promotes the public's health.

The Bureau has spent over a year developing the Bureau of Health Plan, which details the goals and objectives of the Bureau in the areas of family planning, sexually transmitted diseases, immunization, infectious diseases surveillance and control, oral diseases, pregnancy, infant and child health, exercise and physical fitness, nutrition, injury prevention and control, control of stress and violent behavior, tobacco use, chronic diseases, and environmental health and sanitation. The plan includes objectives targeted for 1990 and priorities for Bureau programs.

A team approach has been instituted for certain key goals in the Plan—specifically, AIDS and Cancer Prevention and Control. For other goals, primary responsibility lies within the appropriate Division, with participation by related Divisions.

Central Administration. The Director of the Bureau functions as the State's Health Officer. In addition to overseeing the Bureau's programs, the Director is instrumental in furthering cooperative relationships with the medical and public health communities in the State and in the Nation. The Director represents the Bureau of Health's interests through active participation in the work of numerous State boards, committees, and organizations, and at the national level, represents Maine through membership in the Association of State and Territorial Health Officials.

PUBLICATIONS:

Bureau of Health Plan
Information Packet for New Physicians
Health Officers Manual

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,651,370	2,573,142	892,137		1,186,091	
Health Benefits	277,039	154,397	50,656		71,986	
Retirement	841,133	459,131	161,759		220,243	
Other Fringe Benefits	30,096	16,996	4,749		8,351	
Computer Services—State	82,461	11,111	32,255		39,095	
Other Contractual Service	1,650,882	641,939	238,229		770,714	
Rents	113,169	73,427	5,424		34,318	
Commodities	423,161	255,001	127,211		40,949	
Grants—Subsidies—Pensions	10,918,096	1,299,603	8,799		9,609,694	
Buildings and Improvement	231	231				
Equipment	209,666	6,485	179,178		24,003	
Interest—Debt Retirement	322	113			209	
Transfers to Other Funds	51,705		20,123		31,582	
TOTAL EXPENDITURES	19,249,331	5,491,576	1,720,520		12,037,235	

DIVISION OF HEALTH ENGINEERING

DONALD C. HOXIE, DIRECTOR

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #10, Augusta, Maine 04333

Established: 1936 *Sunset Review Required by:* 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144E; *Citation:* 22 M.R.S.A., Sect. 2491

Average Count—All Positions: 37 *Legislative Count:* 0

PURPOSE: The Division of Health Engineering serves the entire state resident and visitor population through the five major programs which are reported in the Program.

ORGANIZATION: The Division of Sanitary Engineering was formed previous to 1942 to administer the state plumbing code, investigate water related problems and complaints posed to the Bureau of Health. The name was changed to Division of Health Engineering in 1972.

PROGRAM: The Division of Health Engineering serves the entire state resident and visitor population through the following five major programs.

Community Environmental Health Program. The population living in Maine communities is exposed to a variety of health hazards from biological, chemical and physical agents.

The Community Environmental Health Program has a long history of surveillance of food and lodging services provided by Maine's recreational industry. Over the years, the Legislature has directed the Division to license an ever-increasing number of related establishments, such as school lunch programs, vending machines, boys and girls camps, etc. More recently, enabling Legislation related to monitoring air quality from SCUBA compressors. General sanitation complaints received by the Division are directed to this program for investigation. Other areas of program interest include consumer products safety.

With approximately 8,000 establishments licensed, of which 6,000 are eating establishments, the rate of inspection each year has been only about 60% of the licensed establishments. This rate is low because there are only five full time sanitarians and five part-time sanitarians which assist during a ten-week period in the summer. It has been difficult to enforce the correction of violations due to a short summer for seasonal establishments. Other eating establishments that have been in serious violation for lengthy periods have been brought to Administrative Court for a hearing.

During the legislative session, a bill was passed requiring twice a year inspection of all licensed establishments which operate yearly. Since this is impossible with the present staff, the bill also authorizes the hiring of fourteen additional inspectors as well as an attorney to handle the legal aspects of enforcement. These positions will be filled during the fall of 1988. These additional positions should provide much better protection of the public health as a tool to educate first and enforce when necessary.

Complaints are investigated by sanitarians on a priority basis when the complainant can be identified and/or justifiable. Complaints may be registered with the Eating and Lodging Program in person, by telephone or via the mail. A brief description of each complaint is reviewed and then assigned to the sanitarian covering that particular area where the complaint was registered. The Division receives between one and five complaints per day on a seasonal average.

Drinking Water Program. Inadequate water supply systems can and do result in potential health related problems. Such systems can subject the population to biological, chemical, and physical hazards.

The Drinking Water Program provides surveillance of water quality and renders technical assistance to Maine public water utilities. In 1976, the Department accepted primacy for regulating community and non-community water supplies, as defined in the Federal Safe Drinking Water Act of 1974. The 1986 Safe Drinking Water Act Amendments require more water testing for a total of 83 contaminants. Rules were adopted for the first time in 1977 and amended in 1983, and more frequent sampling of many additional water supplies is now required. The program's focus is primarily on water served to the general public for consumption. A secondary role is the interpretation of water analyses for the private sector.

In the public sector, the Drinking Water Program staff monitors the water quality of approximately 400 community supplies which serve residential users, and approximately 2,500 non-community supplies which serve transient populations throughout the year. The program staff also monitors permitted cross-connections between industrial accounts and public water supplies, bottled water installations, fluoridation of school and public water supplies, and enforces the certification requirements as promulgated by the Board of Licensure of Water Treatment Plant Operators. Education of these operators is a major function of this program.

In FY 88, the program staff accomplished the following major operating objectives: (1) conducted 111 sanitary surveys with about 59 enforcement orders; (2) licensed 448 water treatment plant operators; (3) provided notice for each requirement; (4) published three issues of "Maine Safe Water"; (5) programmed the input function of a database system for determining compliance with water quality standards; (6) provided public notices for lead control in homes and schools; (7) inspected 38 laboratories for certification compliance; (8) provided 20 training seminars for water treatment plant operators; (9) provided engineering and technical assistance to 19 community water supplies; (10) monitored all water supplies known to be eligible for complying with the Safe Drinking Water Act; (11) provided technical assistance to both the private and public sector in reference to drinking water problems; (12) reported analysis results to people across the state; and, (13) monitored all public water supplies for compliance with the Safe Drinking Water Act.

A full complement of professional staff was hired to better address private water concerns and implemented rules relating to testing of private water supplies for potentially hazardous contaminants. VOC tests were conducted on all surface water supplies serving over 10,000 population. Initial testing fees may be waived for those who are food stamp qualified. Implementation of a data processing procedure has enabled significant improvement in retrieval of information and interpretation of results for private water analysis performed at the Public Health Lab. The lab will be computerized in 1988.

Radiological Health Program. The program is divided into 3 major areas; a brief description follows.

1. Environmental Surveillance: Within a 25-mile radius of the Maine Yankee Nuclear Power Facility in Wiscasset, 9 stations are monitored monthly for ambient gamma radiation, and an additional 52 stations are monitored quarterly, also for background gamma radiation.

   In addition to the air sampling, 3 milk samples, 5 seaweed samples, and 19 water samples are analyzed quarterly for specific radionuclides.

   Environmental monitoring also occurs in York County to determine the background radiation due to the presense of Portsmouth Naval Shipyard. Fifteen stations monitor gamma radiation within a 30-mile semi-circle in the State of Maine.

   In addition to the air sampling, 2 seaweed samples and 3 water samples are analyzed quarterly.
2. X-ray registration: Rules Relating to Radiation Protection require the annual registration and periodic inspection of all x-ray facilities and machines. 807 facilities were licensed with a total of 1771 tubes registered. $24,944 in fees were generated for calendar year 1987.
3. Emergency Response: The Radiation Control Program is prepared to react to radiation emergencies such as could occur at a nuclear power facility, or any holder of radioactive materials (hospitals, institutions, industry). Meetings were held through the year with the Radiologic Emergency Preparedness Committee to discuss the Maine Yankee Alert Exercise, and to discuss community response needs.
4. Radiologic Technology Board: The board was transferred to the Department of Professional and Financial Regulation on July 1, 1986. Their new address is State House Station #35, Augusta, 04330.

The primary objectives of FY 1989 are to update the x-ray machines facility data base, conduct 100 x-ray machine inspections, establish an agreement between the U.S. Nuclear Regulatory Commission to assume the enforcement actions for materials license holders, and to enforce the Rules Relating to Radiation Protection. Also, promulgation of nonionizing radiation rules will be started.

Wastewater and Plumbing Control Program. Improperly installed plumbing and subsurface wastewater disposal systems can subject man to many biological, chemical and physical health hazards.

The Wastewater and Plumbing Control Program dates back to 1933 with the adoption of the first plumbing code for interior plumbing. Septic tanks, cesspools, and direct discharges were first addressed in the Maine Plumbing Code in 1941. Today, under legislation adopted in 1973, the program assists each town in Maine to administer a municipal plumbing control program by providing technical assistance and record-keeping services. All municipal plumbing inspectors are examined and certified under program auspices. The program staff also examines and licenses professionals who design subsurface wastewater disposal systems. In cooperation with the Plumbers' Examining Board and municipal plumbing inspectors, the staff is responsible for assuring that all plumbing and subsurface wastewater disposal systems installed in Maine do not create a public health, safety, or environmental hazard.

In FY 88, the program staff accomplished the following objectives:

1. Began the implementation of a computerized tracking system for review projects and the certification of Local Plumbing Inspectors and Site Evaluators.
2. Promulgated revisions to the internal and subsurface wastewater disposal rules discussed in 1987.
3. Held a public hearing on February 2, 1988 to discuss proposed rule changes.
4. Microfilmed historical files of all permits, engineering designs and documents.
5. Provided public information about the program through forums, newsletters, news media, seminary and correspondence.
6. Assisted municipalities in the enforcement of applicable rules with investigation of specific problems, preparation of court complaints or as expert court witness.
7. Provided recertification training for all local plumbing inspectors through a training program conducted statewide.
8. Certified Local Plumbing Inspectors and Code Enforcement Officials in court procedures.
9. Administered written and field examination for candidates as Licensed Site Evaluators.
10. Investigated complaints against Site Evaluators and initiated appropriate legal action when determined necessary.

Occupational and Residential Health. The Occupational and Residential Health Program, established in 1985, consolidated services related to inspections of indoor air pollution, home occupation inspections, OSHA exempt industrial hygiene investigations, urea-formaldehyde foam insulation probes, radon mitigation studies, child lead paint exposures, asbestos control, sick building syndrome complaints, and other problems related to low level exposures to chemical, physical and biological health hazards. Technical assistance is supported by fees for services. The Program attempts to provide services where state or federal OSHA rules do not apply.

The Program received close to 4644 telephone calls related to health concerns; a total of 370 investigations were completed. Program staff participated in over twenty-four public information programs related to Radon-222 and indoor air contamination.

LICENSES, PERMITS, ETC.:

Licenses:

Eating Places
Eating & Lodging Places
Eating Place Mobile
Vending Machines
Eating Place & Vending Machines
Catering Establishments
Eating Place & Catering
Vending Machine Commissary
Lodging Place (rooms in private homes if more than 3 rooms rented)
Motels-Hotels
Cottages (if more than 3 cottages are rented)
Self-contained R.V.'s only
Trailer and Tenting
Recreational Camps
Day Camps
Boys Camps
Girls Camps
Boys and Girls Camps
School Lunch

  - School Lunch and Catering
  - Class "A" Tavern
  - Bed and Breakfast
  - Radiation—X-ray License
  - Water—Operator's License
  - Wastewater—Site Evaluator's License
  - Vending Machine Location
  - Senior Citizens Meals
  - Eating Place Takeout
  - Tattooing Parlors
  - Narcotic Manufacturers
  - Compressed Air (for self-contained breathing apparatus)
  - Electrology
- Permit:
  - Mass Gatherings
- Certificate:
  - Local Plumbing Inspector
  - Code Enforcement Official—Court Procedures
  - Site Evaluator
  - Water Testing Laboratories
- Registration:
  - Swimming Pool (public)
  - Hot Tubs (public)
  - Ioning Radiation
- Approval:
  - Fluoridated Water Supply
  - Public Water Supply

PUBLICATIONS:

- Copies of rules—free, except plumbing and radiation
- Radon in Air and Water—free
- Water Supply—free
- Water Testing Guide—free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	83,635		83,635			
Health Benefits	5,584		5,584			
Retirement	15,163		15,163			
Other Fringe Benefits	590		590			
Computer Services—State	311		311			
Other Contractual Service	54,621		54,621			
Rents	8,545		8,545			
Commodities	2,199		2,199			
Equipment	2,410		2,410			
Interest—Debt Retirement	43		43			
Transfers to Other Funds	2,390		2,390			
TOTAL EXPENDITURES	175,491		175,491			

DIVISION OF HEALTH PROMOTION AND EDUCATION

RANDY SCHWARTZ, DIVISION DIRECTOR

Central Office: 157 Capitol St., Augusta *Telephone:* 289-5180
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* 6/30/91

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144P; *Citation:* 22 M.R.S.A., Sect. 251

Average Count—All Positions: 16 *Legislative Count:* 0

PURPOSE: The Division of Health Promotion and Education addresses those health problems and conditions in which prevention through education is a major strategy.

ORGANIZATION: The Division works closely with a wide variety of groups and organizations in carrying out its mission. Communities, worksites, school systems, hospitals, the University of Maine, health agencies and insurance companies are all involved in various aspects of the Division's work.

PROGRAM: The Division of Health Promotion and Education addresses those health problems and conditions in which prevention through education is a major strategy. Today, the leading causes of death and disability in Maine and in the United States are no longer infectious diseases with single causes (like tuberculosis or diarrhea), but man-made and degenerative diseases. These diseases do not have a single cause but are a result of combinations of risk factors. Heart disease, cancer and unintentional injuries account for nearly 75% of all premature deaths. Epidemiologic literature suggests that health is affected by: (1) behavior (social and personal lifestyle); (2) environment; (3) congenital factors (biological makeup); and (4) medical and social service systems. Behavior (social and personal lifestyle) and environment contribute largely to the multiple causes of these every day deaths and disabilities.

The term health promotion is simply defined as any combination of health education and related organizational, economic or political interventions designed to facilitate behavioral and environmental changes conducive to health. In addition to actions foused on individuals, the Division has, and continues to be involved in organizational and political initiatives to improve health. The Division continues to have lead responsibility in implementing the "Workplace Smoking Act of 1985." During the past year training has been provided to service organizations who have assisted hundreds of businesses throughout the state in implementing smoking policies and offering quit smoking classes. The Division also provided staff support to the legislatively created Employee Health Promotion Program Commission two years ago. During the last legislative session, the Division provided testimony and background research to support the proposed creation of the Bureau of State Employee Health, the major recommendation of the Commission. The Division shares responsibility with the Division of Disease Control for staffing the legislatively created Cancer Prevention and Control Advisory Committee. Since school health is an area in which great strides can be made in preventing illness, the Division actively participates in efforts to improve education in that setting. In addition, the Division participates in the Maine School Health Education Coalition.

The Division works closely with a wide variety of groups and organizations in carrying out its mission. Communities, worksites, school systems, hospitals, the University of Maine, health agencies and insurance companies are all involved in various aspects of the Division's work. A brief report of the Division's major programs follows:

Community Health Promotion Program. This program focuses on the community as the primary level of intervention, utilizing principles of community involvement, planning, quality interventions and evaluation. The primary goal of the program is to establish a statewide network where the Division of Health Promotion and Education works in a partnership with the local communities to establish a methodology for planning, implementing and evaluating community based health promotion programs.

Currently, health promotion activities are occurring in many communities throughout Maine. However, many of these activities are carried out by various groups within a community and address specific health risk areas: smoking cessation, weight control or hypertension. These programs are rarely organized however, into a unified, coordinated approach to address the primary problems of disease prevention and health promotion specific to that community. A process designed by the Centers for Disease Control to facilitate this organized approach to community health promotion is named PATCH (Planned Approach to Community Health). In May, 1986 the State of Maine, Division of Health Promotion and Education was selected as one of the nine states to work with CDC in the delivery of this PATCH process throughout the state.

PATCH provides a forum through which health education professionals and citizens plan, conduct and evaluate health promotion programs at the community level. Working as a team, representatives from the Bureau of Health, Division of Health Promotion and Education, local health agencies, community workers, citizens, and staff from the Centers for Disease Control form an active partnership with the intent of implementing health promotion programs designed to meet the priority health needs of a community.

In June, 1986, an orientation to the PATCH program was provided by staff from the CDC to members of the Division of Health Promotion and Education, other divisions within the Bureau of Health and key community people throughout the State of Maine. The Division and the CDC are currently working with four PATCH sites in the State of Maine, Mt. Desert Island, Greater Waterville, Baldwin-Limington-Sebago and Standish area, and the Massabesic (Alfred, Limerick, Lyman, Newfield, Shapleigh, Waterboro) area. The Community Health Promotion Program plans to have at least six communities involved in the PATCH program by July 1989.

Additional Community Health Promotion Activities: In addition to the above focus on PATCH, the Community Health Promotion Program has been involved in a number of other activities among which include:

1. **Chronic Disease Initiative.** Maine is one of only three states to have received a cooperative agreement to implement a community-based chronic disease prevention program focused on risk factors for heart disease and cancer. The Community Health Promotion Program is working with three communities: Mount Desert Island, the Portland West End Neighborhood and the Penobscot Indian Reservation (Indian Island). The cooperative agreement began October 1, 1987 and is renewable for three years. In the first year, all three communities will hire project coordinators (1/2 FTE), collect baseline data on behaviors, knowledge and program participation concerning heart disease and cancer risk factors, and initiate interventions on exercise, nutrition and smoking.
2. **Health Promotion Coalition for Older People.** In June of 1985 the Bureau of Maine's Elderly and the Bureau of Health initiated activities to organize a coalition to address health promotion needs of the older population in Maine. This group has continued to meet bi-monthly and has addressed a number of issues which include: (1) identification of coalition goals and objectives; (2) resource sharing among member participating agencies providing a means for the two Bureau's to address health promotion issues for older people in a more coordinated manner; and (3) developing a resource directory of available speakers on a variety of health topics. This directory will be distributed to senior citizens groups and agencies.
3. **The Employee Health Forum.** This forum was established in the Division's Risk Reduction Program (now the Community Health Promotion Program). The Risk Reduction Program focused on the worksite as the primary setting for risk factor prevention activities. Through the efforts of this program, quality worksite health promotion resources have become available in nearly all areas of the state. The role of the Division of Health Promotion and Education is to advocate for health promotion programs and convene those organizations providing those services for professional development activities. Assistance is limited to advocacy, funding (through the Community High Blood Pressure Program), professional education, training and maintenance of the Employee Health Forum which provides continuing education in the area of employee health.
4. **The Workplace Smoking Law.** Staff from the Community Health Promotion Program have assisted in a number of activities that have resulted from the Workplace Smoking Law, which went into effect January 1, 1986 in the State as well as new laws concerning cigarette sales in vending machines, smoking in public buildings and restaurants. These have become effective September 30, 1987. Staff have provided information concerning the new legislation to consumers, restaurant owners and others. With respect to the Workplace Smoking Law, assistance has been provided primarily to employers and employees with questions or complaints about the implementation of this policy. Since

the Bureau of Health has enforcement responsibility for this law, significant activities will continue to occur during the next year.

Community High Blood Pressure Program—FY 88. An estimated 24% of Maine's adult population age 18 and older have hypertension. Although the prevalence rate of hypertension is equal by distribution among male and females; hypertensive males as compared to females tend to be less aware, less likely to be on medication, and less likely to be controlled if on medication. Uncontrolled high blood pressure leads to heart attack and stroke (the number one and number three causes of death in Maine).

The largest number of adults with elevated diastolic blood pressure is the middle-aged adult male (18-60 years). Since three-fourths of men and approximately one-half of women in Maine work, the worksite (in addition to other community settings) is one of many locations for reaching this target population. In addition, seven out of ten people with uncontrolled high blood pressure are working age.

The Community High Blood Pressure Program funds local agencies throughout the State to provide hypertension screening, education, referral and follow-up services at worksites and in communities. These agencies provide services to their surrounding areas, leaving few places throughout the State not receiving hypertension screening, education, referral and follow-up. In FY 88, 14 agencies were funded to provide hypertension services to adults in Maine. $173,891 was awarded by the Community High Blood Pressure Program to screen for hypertension. During FY 88, 40,873 total clients have been projected to be screened. In FY 88 35,320 were screened, 27,500 (77%) were new individuals who were screened for the first time. Of those individuals 9,081 (25%) were found to be abnormal with 35% of them being males 18-60 years old. Of the total screened, 26,239 were found to be normal.

To ensure quality, all agencies funded under the Community High Blood Pressure Program follow Maine High Blood Pressure Council Guidelines for Detection, Evaluation and Treatment of High Blood Pressure. Agency staff also follow the American Heart Association, Maine Affiliate Blood Pressure Measurement Technique. The Program continues its close working relationship with the Maine High Blood Pressure Council, a major advisory body to the Department of Human Services for recommendations and assistance regarding hypertension screening throughout the State.

Control of high blood pressure and prevention of cardiovascular disease is often interrelated with reducing a number of primary and secondary associated risk factors such as smoking, obesity and elevated cholesterols. The Community High Blood Pressure Program continues to coordinate education and training efforts with the Division of Health Promotion and Education Community Health Promotion Program to enhance agency effectiveness in multiple risk factor intervention in both the worksite and the community. The Division has recently begun formal work with CDC on the Planned Approach to Community Health (PATCH) Program. The CHBPP coordinates the blood pressure screening efforts and assists in the survey research aspect of PATCH. Over the past year, many of the Community High Blood Pressure Program agencies have successfully expanded the scope of their preventive services and used the assistance and training opportunities provided by the Division. During the coming year the CHBPP will fund at least one agency to organize a pilot intervention program to reduce adult cholesterol levels in western Maine. It is anticipated that many of the agencies involved in blood pressure screening will also begin cholesterol screening in the future. This pilot project will provide needed information for program expansion to other parts of the State.

Diabetes Control Project. Diabetes mellitus is a complex disease characterized by abnormalities in the regulation of blood glucose and abnormalities in insulin production. Common complications of the disease are various disorders of the vascular and nervous systems (e.g., atherosclerosis, severely impaired vision, amputation of lower extremities). Diabetes is the eighth leading cause of death in Maine. Diabetes is a contributing factor or secondary cause in many other deaths.

In FY 87, the Diabetes Control Project signed a cooperative agreement with the U.S. Public Health Service Centers for Disease Control. An Advisory Committee representing various consumers and providers from the Maine health care community assisted the Project staff in program planning and development.

During the first project year, extant morbidity and mortality data were analyzed to identify and document the extent of the diabetes problem in Maine. Then the staff developed guidelines for outpatient diabetes education and follow-up. The Diabetes Control Project assisted hospitals, health centers and community agencies in the development of Ambulatory Diabetes Education and Follow-Up (ADEF) programs. Afterwards, technical assistance to improve existing inpatient education is provided to hospital personnel throughout Maine. The program now exists in over forty health care institutions throughout the State.

Continuing education programs for physicians, nurses, dietitians, and other health personnel which promote the prevention, recognition and management of diabetes were developed. A system was developed to retrieve data on all health status indicators in the hospital service areas in Maine. Hospital discharge data and death certificate data were linked.

A key element in the Diabetes Control Project was the obtaining of third party payment for outpatient diabetes education which provided hospitals the financing needed to conduct these educational programs. Studies did indicate that diabetics were often kept in the hospital for extra days to be taught the skills necessary to control their diabetes. These same studies further indicated these hospitalized patients did not learn the necessary survival skills to care for themselves in an inpatient setting.

The Diabetes Control Project submitted the "Final Report: Reimbursement Pilot Study for the Ambulatory Diabetic Education and Follow-Up (ADEF) Program" to Blue Cross/Blue Shield of Maine in November, 1983. Based on the results identified in the report and the experience with the Project, the Board of Directors of Blue Cross/Blue Shield voted in December, 1983, to make reimbursement for the ADEF program a permanent policy for its regular members. Medicare and Medicaid continue to reimburse as policy.

ADEF follow-up studies have indicated that the outpatient diabetes education programs have reduced hospital days and led to weight loss. Some patients who have gone through the program have gone off insulin and oral drugs. Evaluations are now being conducted to determine more closely the effectiveness of the Program.

The Diabetes Control Project's objectives for FY 88 were to continue to develop the core capacity in the Bureau of Health for the coordinating, planning, evaluation, management, and surveillance of diabetes control activities, to continue to develop and refine ambulatory diabetes education and follow-up programs; to link inpatient education with outpatient education in hospitals having ADEF programs and to develop and implement a program for health professionals and high risk clients on diabetes in pregnancy, diabetes in hypertension, diabetic eye disease and lower extremity amputations.

The Diabetes in Pregnancy Project works with health professionals throughout Maine to identify women with diabetes of childbearing age in order to provide patient education on prevention of adverse outcomes of diabetic pregnancies through glycemic control prior to pregnancy and throughout gestation. The Diabetes in Hypertension Program works with existing and new hypertension detection, treatment and follow-up programs to coordinate and integrate the resources of the DCP with the resources of the Community High Blood Pressure Council in order to detect and control hypertension in persons with diabetes. The Diabetic Eye Disease Prevention Program works to ensure the availability of screening programs fo persons with diabetes at high risk for developing diabetic eye disease. The Maine Amputation Prevention Program is a new initiative which will focus on the prevention of lower extremity amputations. Each of the complication specific programs addresses the issue of patient and professional education programs, as well as the development of a system to evaluate the impact of the interventions of the population at risk.

The Department of Human Services (DHS) Library which began in 1970, provides health service information to Departmental employees, health professionals, health-oriented agencies and private citizens.

The Library was involved in forming the Maine Health Science Library and Information Consortia, Inc. (HSLIC) in 1973. Active cooperation with the Consortia and other reciprocal libraries has resulted in an increase in availability of health science information through the DHS Library.

In addition to basic health science information, special collections include health education and promotion, occupational health, nutrition, cardiovascular health, alcohol and drug abuse, radiation, water, sanitation, environmental health and acquired immunodeficiency syndrome (AIDS). The Library also maintains an extensive periodical collection in many of the areas listed above.

The DHS Library audiovisual collection includes subjects in the use of child safety seats, seat belt safety, scoliosis screening, parenting, stress management, smoking cessation, self-breast examination, AIDS, and other sexually transmitted diseases.

The Library provides circulation of in-house materials, reference services, the availability of interlibrary loans, literature searches and has audiovisual equipment available for loan. The

Library now offers health science bibliographies through the availability of *Medline* from the National Library of Medicine in Bethesda, Maryland. The Library will soon have access to the Bibliographic Retrieval System (BRS) and will be able to offer a wider variety of online bibliographic literature searches.

In 1970, the total of completed requests for information was 1,252. In calendar year 1985, that total increased to 8,271. In fiscal year 1986-87, our total decreased slightly to 8,103 due to a change to more accurate statistical procedures. In fiscal year 1987-88, totals again decreased due to the relocation to its present location and then from recovery from flooding.

Statistical breakdown of requests, comparing State Fiscal Years 86-87 and 87-88:

	86-87	**87-88***
Literature searches	76	100
Books circulated	250	206
Journals circulated	1,833	1,340
Audiovisuals circulated		
—programs	1,407	262
—equipment	799	727
Interlibrary loan requests		
—articles	2,379	1,106
—books	250	168
Article requests of materials, inhouse	1,109	604
Total of completed requests	8,103	4,513
Total of request for services	2,557	2,211
Total of units of service	2,285	3,886

*The Department of Human Services Library closed for the months of November and December 1987.

PUBLICATIONS:

(available at no charge)

The Maine Health Promoter
Community High Blood Pressure Program Description
Diabetes Control Project Description
Guidelines for Choosing Health Promotion Programs
Department of Human Services Library Brochure
Quit Tips for Stopping Smoking
Maine Behavioral Risk Factor Survey Report

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF INCOME MAINTENANCE

SABRA BURDICK, DIRECTOR

Central Office: Whitten Rd., Hallowell *Telephone:* 289-2415
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1954 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144B; *Citation:* 22 M.R.S.A., Sect. 3101
Average Count—All Positions: 446 *Legislative Count:* 44

Organizational Units:

- Support Enforcement and Location Unit
- Quality Control Unit
- Overpayment Recovery Unit
- General Assistance
- Family Services Program
- AFDC
- Food Stamps
- Medicaid Eligibility
- Emergency Assistance
- Welfare, Education, Employment & Training Program

PURPOSE: Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Income Maintenance are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC), the Food Stamp program, General Assistance, Emergency Assistance, Medicaid eligibility, optional grants to Supplemental Security Income recipients. The Bureau also enforces Child Support Enforcement and Location laws. Furthermore, the Bureau supports the development of management information systems and other management control systems; and, finally, administers quality control activities as required by Federal Regulation.

ORGANIZATION: The Bureau of Income Maintenance originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. These central office units provide staff support to the Department's five regional offices. While the Bureau is recognized by statute as an administrative unit of the Department of Human Services, its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs. The Bureau of Social Welfare was renamed Bureau of Income Maintenance by the 110th Maine State Legislature effective September 18, 1981.

PROGRAM: The most significant accomplishments of the Bureau during FY 88 were: continued decrease in error rates; increase in child support collections from absent parents; and implementation of formal administrative review in municipal administration of General Assistance.

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity, unemployment or absence from the home of a parent. This is a categorical assistance program based on sixty-seven percent federal and thirty-three percent State funding. The Income Maintenance Unit processes applications and conducts periodic reviews through the regional offices. The Unit's active caseload averages 1800 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices. Effective October, 1985, AFDC for unemployed parents was started.

Division of Support Enforcement. The Division of Support Enforcement is responsible for the establishment and enforcement of child support obligations in behalf of children whose parent(s) are not meeting these responsibilities. Associated tasks involve the location of missing parents and the establishment of paternity of children born out-of-wedlock, as well as the initiation of collection/enforcement action to recover past-due support. Support Enforcement Services are available to all who need them irrespective of economic status.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government and fifty percent by the State Government. The average monthly caseload is 46,000 households.

Quality Control Review and Planning. This section of the Bureau is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health and Human Services, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefitting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health and Human Services, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer monthly by the Department of Human Services' Bureau of Administration.

Medicaid Eligibility. The Bureau is responsible for program development and setting eligibility policies in this program. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by Federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial. As a result of changes in Federal regulations, pregnant women and newborns have been added as eligibility categories which assists individuals who would not be categorically eligible prior to these changes. Prenatal care and postpartum services are now available to more individuals to improve the health standards for newborns.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the more than 498 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .0003% of the municipal tax evaluation. Total costs of this general assistance involve approximately forty percent State and sixty percent municipal funds except for administrative costs of municipalities which are not reimbursable.

In addition, there are 414 unorganized towns in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Section of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and conducting administrative reviews as well as offering consultation to municipal officials in establishing standards of need.

Emergency Assistance. This program is designed to provide assistance to families with dependent children threatened by destitution or homelessness because of emergency situations. It is available to any AFDC family, as well as any other family group with minor children if their income does not exceed program guidelines.

WEET Program. In April 1982, the WEET Program replaced the WIN Program. Two actions occurred in 1981 to enable the development of WEET. In June 1981, the Legislature enacted the Job Opportunities Act of 1981. This law was based on the premise that the State of Maine needed to place greater emphasis on education and training for AFDC recipients "with the goal of enabling them to become self-sufficient and to eliminate their dependency on public assistance." In October 1981, the Governor applied to the Federal Government to participate in a national demonstration program. This gave the State greater flexibility in designing and administering the WEET Program.

The Bureau of Income Maintenance is responsible for the administration and operation of the WEET Program. The WEET Program provides the following services to AFDC recipients:

—Assessment of AFDC recipients employability and employment-related needs for education, training and support services,

—Development of action plans with the AFDC recipient addressing those needs,

—Job search assistance, on both group and individual basis, to AFDC recipients,

—Referral to other agencies for support services, education services, training services and job placement services,

—Case management approach, working with individual AFDC recipients to put together the particular mix of available employment, education, training and support services needed by the individual recipient,

—Support services to assist the AFDC recipient to obtain the education, training and job search assistance to become self-sufficient, and

—Advocacy to ensure the availability of and accessibility to services and opportunities for AFDC recipients.

Employment Search Program. The Employment Search Program enables the Bureau of Income Maintenance to pay for some of the costs associated with individual and group job search for AFDC recipients through AFDC funds.

Work Supplementation Program. The Work Supplementation Program began in November 1985. It replaced Training Opportunities in the Private Sector (TOPS), a demonstration project, as the authority under which the State operates grant diversion. Grant diversion is a mechanism for increasing the scope of employment opportunities for AFDC recipients and applicants by productively converting income maintenance funds into wage subsidies to create job and training positions.

Jet Program. Food Stamp recipients began to receive employment and training services in January 1983, after the Department of Human Services received a contract by the U.S. Department of Agriculture to participate in a national demonstration program to test various job search methodologies. Under the demonstration, a group employment search activity called "Job Club" was tested. After June 1984, Food Stamp recipients were allowed to choose to either participate in an individual, monitored job search or "Job Club."

On April 1, 1987, the Food Security Act of 1985 became effective and allowed for more latitude in the design of employment and training programs for Food Stamp recipients. The Food Security Act of 1985 emphasized improving the employability of Food Stamp recipients and as a result, the Food Stamp Employment and Training (FSET) Program was developed in Maine and was started in April 1987. The FSET Program continued to develop and in October 1987 the Job Exploration and Training (JET) Program evolved. The JET Program provides more services to Food Stamp recipients than earlier programs with some limited support services money.

JET provides the following services to Food Stamp recipients:

—Assessment of Food Stamp recipients employability and employment-related needs for education, training and support services,

—Development of action plans with Food Stamp recipients addressing those needs,

—Referrals to other agencies for a variety of services,

—Job search assistance, on both a group and individual basis,

—Case management approach, working with individual Food Stamp recipients to put together the mix of services to assist them in becoming self-sufficient,

—Limited support services to assist Food Stamp recipients towards self-sufficiency.

Results of activities in 1986: (SFY 87)

	Recipients Served	Entered Employments
WEET	4,959	1,244
JET	3,518	444

PUBLICATIONS:

Medicaid in Maine—free at regional offices.

Assets in Nursing Home Eligibility—free at regional offices.

General Information Regarding Nursing Home Eligibility—free at regional offices.

Other free pamphlets regarding AFDC, Food Stamps.

Women, Work and Welfare, Final Report of the Work Opportunities Committee, June 1981.

A Report on Maine's Welfare Employment, Education and Training Program, submitted to: members of the 111th Maine State Legislature, January 1984.

The Work/Education Quarterly, Vol. 3, No. 1, 1984/85. Published by the Maine Occupational Information Coordinating Committee.

Maine. The Demonstration of State Work/Welfare Initiatives. Interim Findings from a Grant Diversion Project—Manpower Demonstration Research Corporation, Three Park Avenue, New York, New York 10016.

A Path to Self-Sufficiency for Maine's Welfare Recipients—An Interim Report, The Statewide Workgroup on Adult Welfare Recipients, September 1985.

(All publications are free and available from the Division of Welfare Employment.)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INCOME MAINTENANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,913,602	979,177	648,893		3,285,532	
Health Benefits	359,046	93,135	46,507		219,404	
Retirement	895,462	178,182	119,463		597,817	
Other Fringe Benefits	28,893	4,452	4,576		19,865	
Computer Services—State	614,181	436,200	108,549		69,432	
Other Contractual Service	2,083,183	916,480	72,610		1,094,093	
Rents	171,107	80,864	2,464		87,779	
Commodities	33,039	9,091			23,948	
Grants—Subsidies—Pensions	121,006,434	44,083,738	24,146,178		52,776,518	
Equipment	5,558	1,784			3,774	
Interest—Debt Retirement	210	100			110	
Transfers to Other Funds	83,116		12,087		71,029	
TOTAL EXPENDITURES	130,193,831	46,783,203	25,161,327		58,249,301	

OFFICE OF MANAGEMENT AND BUDGET

RUDOLPH NAPLES, DEPUTY COMMISSIONER
VACANT, Assistant Deputy Commissioner

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144M; *Citation:* 22 M.R.S.A., Sect. 3

Average Count—All Positions: 256.5 *Legislative Count:* 91

PURPOSE: The primary function of the Office of Management and Budget is to provide general administrative and financial management services for the entire department.

ORGANIZATION: The major divisions of the Office of Management and Budget are as follows: Financial Services, Audits, Personnel and Labor Relations, Affirmative Action, Staff Education and Training, Data Processing, Regional Administration, and Plant and Office Supplies.

PROGRAM:

The program of the Department of Human Services Office of Management and Budget is accomplished through its various components:

Division of Financial Services. This division is responsible for the preparation of the Department's biennial budget and budget work programs, for all general accounting requirements, for payment of all invoices (except medicaid), for preparation of all federal financial reports and for providing budgetary, accounting, and analytical reports to departmental program managers.

The division comprises four units: account managers responsible for preparation and control of the budget and federal reporting; administrative bills section; client bills section; and cashier unit including receipt of child support payments.

Division of Audit. The Division of Audit of the Department of Human Services is responsible for auditing all funding sources of the Department that require audits. These include all contracts and grants issued by the Department, all Medicaid funds for acute care services rendered in hospitals, all Medicaid funds used for Nursing Homes, (Intermediate Care Facilities and Skilled Nursing Facilities), Intermediate Care Facilities for the Mentally Retarded, Home Health Agencies, Rural Health Agencies, Developmental Training Programs for the Mentally Retarded, and all payments made to Boarding Homes under the Boarding Home Program. The contracts and grants are all audited under the State Single Audit Act. The Hospitals, Home Health Agencies, and Rural Health Agencies are all audited in accordance with the Medicare Principles of Reimbursement and through the Common Audit Agreement with the Medicare Fiscal Intermediary who is Blue Cross and Blue Shield of Maine. The Nursing Home Programs (ICF, SNF, ICF/MR and Developmental Training Programs for the Mentally Retarded) all have a set of Principles of Reimbursement and are fully audited by the Division of Audit of the Department of Human Services. Intermediate Care Facilities and Intermediate Care Facilities for the Mentally Retarded each have their own set of Principles of Reimbursement and are reimbursed on the prospective payment system. The Skilled Nursing Facilities and the Developmental Training Programs also have Principles of Reimbursement but they are based on the retrospective system of reimbursement. The Boarding Home Program has its own set of Principles of Reimbursement and is reimbursed on the retrospective system but costs are limited to a Departmental Ceiling imposed by the Commissioner.

The Division of Audit assigns the rates on a per diem basis for all the Nursing Home, Boarding Home, and Mentally Retarded Programs. These rates remain in effect throughout the year and are only changed if additional staffing is required or major capital improvements are made. At the end of the year every facility is required to submit a cost report and a set of financial statements which are then audited and a final settlement is made in a lump sum payment. If the facility has been underpaid the Department will pay them any additional amounts due. However, if an overpayment has been made the Department will require it to be returned. At the completion of the audit a final prospective rate for the Intermediate Care Facilities and the Intermediate Care Facilities for the Mentally Retarded will be established and all amounts paid for that operating year will be adjusted accordingly with payment being made to the providers or recovered in the event of a lower final prospective rate being established.

Division of Personnel & Labor Relations. This Division reports to the Deputy Commissioner of Management & Budget and functions as a support division in the Administration of Personnel/Labor Relations requirements of the Department. The responsibilities include the interpretation and implementation of Personnel policies as it relates to approximately 2,400 employees in 286 job classifications located in 14 geographic locations statewide.

The central personnel office is located in Augusta and administers current union contracts as well as personnel labor relations necessary in maintaining uniformity in the personnel system. Included with this administrative responsibility is the maintenance of all employee and payroll records utilizing the latest computerization technics; administration of Workers' Compensation cases to include approval for payment of claims; and unemployment compensation administration. The Labor Relations function includes representing the Department in the resolution of grievances in accordance with negotiation contracts and supervisory training with respect to discipline and contract interpretation and administration.

Staff Education and Training Unit. The Staff Education and Training Unit has primary responsibility for providing in-service training for Department of Human Services personnel. Unit staff deliver the majority of generic training programs and provide coordination and support for all Department training efforts by working with program administrators and field staff. The Unit identifies, trains and coordinates the efforts of other Department personnel who may serve as trainers for specific programs. The Unit maintains and continuously updates an inventory of specialized contract trainers. Training programs are presented Statewide and are available to virtually every employee of the Department as well as employees of block grant agencies and others on a space available basis. The training topics cover such varied areas as basic skills and knowledge, individual development, highly specialized programs such as Identification of Child Abuse and Sexual Abuse, and a full curriculum of managerial and supervisory training. Attendance at these programs is recorded on a Staff Training Records System, and Continuing Education Units are awarded to help meet professional development needs. In addition, the Unit offers consulting services and specialized training for intact work groups which may be arranged with individual managers and supervisors.

Data Processing. The Division of Data Processing is the interface between the Department of Human Services' operations and the state's centralized computers, of which the department is the largest user. The division not only maintains computerized applications for the administration of departmental programs, it designs and constructs new applications in response to legislative and federal requirements, and also develops new approaches in response to advances in technology in order to meet the total informational needs of the department. Such new development ranges from the installation of office automation capabilities in its statewide operations, through the transfer of information files for management analysis, to the upgrading and conversion of the integrated client database to a modern, more flexible model to meet the departmental needs for growth.

Much of the division's prior accomplishments has been due to its organization of staff into effective, knowledgable units, each directed to a specific area of the department's programs. Examples are the units which handles Income Maintenance (AFDC, Food Stamps, Medical Assistance, Support Enforcement, and Emergency Assistance) and Social Services. Much of the future challenge to the division will be the need to balance the system maintenance and construction activities with the staff resources needed to meet the data base development and conversion requirements. One approach is to direct new system/program development to the centralized Office of Information Services.

New technology and new capabilities require training at all levels if effective utilization is to be attained. In addition to its other functions, the division is not only responsible for providing the knowledge, facilities, and assistance to allow proper usage, it is also responsible for ensuring the security of our operations.

Affirmative Action. The Affirmative Action Officer (AAO) is responsible for the Department's compliance with all applicable state and federal laws, rules and regulations regarding equal employment opportunity. To do this, the AAO monitors and updates the Department's Affirmative Action Plan and monitors hiring practices in the Department. The monitoring involves the use of an expanded certification and coding system which is coordinated by the Department of Personnel. This system enables the AAO to monitor and track applicant flow and build an improved data base for affirmative action goals.

The AAO also handles internal grievances and complaints that allege discrimination by the Department. The AAO represents DHS at administrative hearings as necessary when complaints are made to outside compliance agencies.

The Affirmative Action Officer provides formal training for supervisors regarding Employee Interviewing and Selection Techniques and Affirmative Action Legislation and Regulations. In addition, the AAO provides information and guidance to individual supervisors with specific questions. The AAO also participates in the delivery of training for all employees in the Department, including Assertiveness Training. A special component on dealing with sexual harassment is included in the assertiveness program.

The Affirmative Action Officer also provides basic career counseling to employees of the Department to assist in their professional growth and development.

Division of Plant and Office Services. The Division of Plant and Office Services is a vital support unit whose primary function is to insure the smooth running, efficient operation of the department, by maintaining a continuously updated inventory of office supplies, as well as insuring timely delivery and distribution of incoming and outgoing mail.

In addition, this office supplies the department with all the various forms used, and coordinates requisitions for printed matter that is done by State Printing.

This office is also responsible for insuring that the department's vehicles are kept clean and in good mechanical condition.

The stockroom is responsible for forms that are used by hospital, city and town clerks, funeral homes, doctors, and nursing homes.

Equipment repairs are channeled through this office, and light moving tasks are also performed by Office Services personnel.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF MANAGEMENT AND BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,267,404	1,949,663	62,901		2,254,840	
Health Benefits	254,721	122,492	3,680		128,549	
Retirement	755,674	347,648	11,404		396,622	
Other Fringe Benefits	26,009	9,926	214		15,869	
Computer Services—State	181,518	130,046	55		51,417	
Other Contractual Service	551,435	287,626	5,959		257,850	
Rents	123,730	54,091	114		69,525	
Commodities	238,617	27,048	600		210,969	
Grants—Subsidies—Pensions	14,776	131			14,645	
Equipment	24,777	12,591	5,823		6,363	
Interest—Debt Retirement	47	15			32	
Transfers to Other Funds	42,505		1,098		41,407	
TOTAL EXPENDITURES	6,481,213	2,941,277	91,848		3,448,088	

DIVISION OF MATERNAL AND CHILD HEALTH

DR. BARBARA FERGUSON, CO-ACTING DIRECTOR
WARREN BARTLETT, CO-ACTING DIRECTOR

Central Office: 150 Capitol Street, Augusta *Telephone:* 289-3311
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1937 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144F; *Citation:* 22 M.R.S.A., Sect. 1950
Legislative Count: 41

PURPOSE: The goal of this Division is to assure all mothers in Maine access to quality maternal and child health services. The program emphasis is on low income and rurally isolated mothers and children, and children who are crippled or suffering conditions leading to crippling.

ORGANIZATION: The Division of Child Health was organized as the Division of Maternal and Child Health and Crippled Children's Services within the Bureau of Health in 1937. In 1972, Medical Eye Care was added to the division and then became known as Division of Specialized Medical Care.

PROGRAM:

Division of Maternal and Child Health. The term "Maternal and Child Health (MCH) Services" refers to a group of preventive services which we consider necessary for the health of mothers and children. Because of the focus on the health of children, these services have an ultimate effect on all Maine citizens. Primary responsibility for the delivery of MCH services rests upon Maine's family physicians, obstetricians and pediatricians working in their private offices, hospital based clinics, rural health centers and in the state's five family practice residency programs. Through its MCH Programs, the Division of Maternal and Child Health works with physicians to coordinate and improve these services, make them available to as many people as possible and to encourage the development in Maine of advances in these services as they become known. Within its limited financial resources, the Division of Maternal and Child Health attempts to provide MCH services where they are not available through the private sector.

Programs in the Division of Maternal and Child Health are funded by the MCH Block grant, state match and some categorical state funds. The Division uses grants to achieve most of its objectives.

There is general agreement around the country concerning the essential maternal and child health services, although some may be emphasized more than others in a particular state or region. The Division of Maternal and Child Health programs are discussed under the headings below of these essential MCH services.

Prenatal Care. The Division, with both state and Block grant money, funds a reimbursement program for prenatal care for those low income women not eligible for Medicaid. This program is being revised to provide this service, as well as case management, to adolescent women. Through a grant to the perinatologist at the Maine Medical Center, the Division of Maternal and Child Health funds a program of continuing education for the professionals in the state who provide prenatal care. The Division also directs the state's WIC Program which provides food supplements for eligible pregnant women. The Division staff regularly monitors the utilization of prenatal care through vital statistics data, and maintains regular contact with the Executive Committee of the state chapter of the American College of Obstetrics and Gynecology to discuss common objectives.

Nutrition Counseling. The Division of Maternal and Child Health has a nutrition program which is available to all health professionals for nutrition consultation in the maternal and child health areas. The Inter-Agency Nutrition Network has been organized and publishes a monthly newsletter *"Nutrition Notes"*.

In-service education in nutrition is provided for health professionals in the state. Two brochures on child feeding and nutritional requirements in pregnant teenagers have been developed and are available to anyone who wishes them.

WIC Program. The Special Supplemental Food Program for Women, Infants and Children (WIC) was conceived to address identified nutritionally related gestational and early childhood disorders within a high risk (low income) population. The Program provides specific nutritious foods, nutrition education and counseling to pregnant, postpartum and breast feeding women, to infants and to children (up to age 5). The Division contracts with local agencies for provision of these services across the state.

Childbirth Education. The Division is encouraging the childbirth educators in the state to also teach parenting classes. See Parenting section.

Maternity Care. The Division of Maternal and Child Health provides postpartum Rh antibody testing, and Rhogam where indicated, for low income Rh negative women. The Division also provides professional education to nurses and physicians in quality obstetric care through grants to Maine Medical Center and through its own sponsored activities. The Division provides funds to transport eligible high risk women to the Perinatal Center for intensive care. The Division encourages Perinatal Review at the hospital level through a review of the linked birth-death certificates each year and the provision of appropriate information to each hospital staff. The Division staff reviews vital statistics data each year and notes any trends. The Division assisted in a revision of the birth certificate to improve the reporting of obstetrical data.

Newborn Special Care. The Division provides for emergency and convalescent transport of high risk infants to and from the neonatal special care centers for infants financially eligible for the HCP Program. The Division provides professional education in quality newborn care through grants to Maine Medical Center.

Genetic Disease Screening. The Division of Maternal and Child Health staff coordinates the services of the New England Newborn Screening Program in the state and sees to it that those infants with abnormal findings are followed up and, if affected, referred to the Crippled Children's program for evaluation. Females of child bearing age affected with PKU receive genetic counseling and are encouraged to become a part of the New England Maternal PKU study.

Parenting Education. The Division of Maternal and Child Health is concerned about the damage suffered by children from the consequences of family dysfunction and views parenting education as a primary prevention strategy. The Division funds parenting education classes for income eligible people. The Division also has funded a series of regional courses to train parenting teachers. The Division has begun a major campaign to increase the public awareness of parenting education as a help, even a necessity, in child raising. The campaign includes the production of printed materials, radio and TV spots, newspaper ads, interviews, news releases, etc.

Routine Well Child Care. The Division of Maternal and Child Health, through the Division of Public Health Nursing (DPHN) and through grants to other agencies, funds a network of well child clinics for those children who do not have access to private physicians or other care. Well child care includes a physical examination, laboratory tests, counseling, developmental assessment, immunizations and anticipatory guidance. The Division of Maternal and Child Health also provides professional education for the providers of this care throughout the state.

Immunizations. The Director of the Division of Maternal and Child Health advises the Director of the Bureau of Health on immunization related matters. In addition, the Division helps fund the immunization program in the Division of Disease Control. Immunizations are also provided in the well child conferences described above and in federally funded rural health centers.

Developmental Testing. The Division of Maternal and Child Health staff is attempting to standardize the screening of child development done by physicians and public health nurses through the handbook of Standards for Preventive Child Health Supervision. Professional education is provided in the use of the Denver Developmental Screening Test which is the recommended tool. The Division of Maternal and Child Health staff also manages grants for the funding of five regional Child Development Clinics in Lewiston, Waterville, Bangor, Portland and Caribou. These clinics provide a comprehensive, multidisciplinary evaluation for children 0-5 years of age who are developmentally delayed or suspected of being developmentally delayed. The Division, through membership on the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC), coordinates its activities in child development with those of the Department of Mental Health and Mental Retardation, Bureau of Mental Retardation, and the Department of Educational and Cultural Services, Division of Special Education. The Division through its membership on ICCPHC and the state D.D. Council influences the Preschool Handicapped Children's Coordination System in the state.

Genetic Counseling and Education. The Division of Maternal and Child Health through grants to the Foundation for Blood Research and the Eastern Maine Medical Center helps to underwrite genetic testing, counseling, and diagnostic services in the state. The Division of Maternal and Child Health also helps to underwrite the cost of the Alpha feto protein screening test in Maine as a service to Maine's pregnant women. Education in genetics is provided to professionals and the public through these grants and through the Division's own education activities. The Division is working with the New England Regional Genetics Group to regionalize clinical and educational genetic services as well as to assure quality control of these services.

The Division of Maternal and Child Health helps fund the state's Hemophilia clinics.

Dental Health Education. The Division of Maternal and Child Health provides funds to the Office of Dental Health to assist interested schools in developing dental health education programs and make fluoride supplements available to children attending participating schools, and to start a pilot project in the use of sealants.

Health Education. The Division of Maternal and Child Health has developed a resource library of health education materials that are available singly or in bulk at no charge. The Division funds a lending library of health education materials at the University of Maine, Farmington. The Division funds two school health education consultants in the Department of Educational and Cultural Services. The Division also funds a project to increase the awareness in the state's teachers of the benefits of family life education to their students. The Division of Maternal and Child Health also provides professional and public education in health matters through its various grants and its own activities.

Adolescent Health Care. The Division of Maternal and Child Health grants funds to Community Programs to provide a range of basic services to pregnant teens and teenage parents in Maine. Monies are awarded for Peer Counseling Programs through the Lewiston YWCA. The Division serves on various interdepartmental committees addressing teen and young adult health.

School Health Services. The Division of Maternal and Child Health conducts the Spinal Screening Training for school personnel who are selected to screen students in schools. The Division of Maternal and Child Health works cooperatively with the school nurse consultant, Department of Educational and Cultural Services in developing standards of health care for school age children. MCH block grant funds support two health education consultant positions within DECS. The Division funds two school based clinics and two in-school child care centers.

Injury Prevention. The Division of Maternal and Child Health, through a grant to the Maine Medical Center, helps to fund Maine's Poison Control Center and through a number of small grants has provided twenty-seven hospitals with poison prevention programs aimed at young children and their parents. The Division supports the child auto safety education program, has helped hospitals establish car seat loan programs, and will continue to work with the Department of Public Safety to increase the availability of these programs. The Division, through the Division of Public Health Nursing, helps fund programs involving Sudden Infant Death, home monitoring and lead poisoning. Counseling on home, auto and recreational safety is carried out in Well Child Conferences described elsewhere.

Handicapped Children's Program. The Handicapped Children's Program is a statewide direct service program that assists families of handicapped children in obtaining the specialized medical care they need and might not otherwise receive. Eligibility requirements include Maine residency, age, family's income status, and the presence of a selected chronic disease or condition that interferes with normal growth and effective functioning that reasonably can be improved by specialty medical treatment. The program directly provides medical case management and coordination services and authorizes specialty physician services for low income children suffering from heart disease, scoliosis, cleft lip and palate, severe hearing impairments and other handicapping conditions.

The program also administers funding to five Child Development Clinics, presently located in Bangor, Waterville, Lewiston, Caribou and Portland. These clinic sites provide comprehensive, multidisciplinary evaluation and prescriptive programming services for Maine's developmentally delayed pre-school population.

Early Intervention. Children in the state who have slow development (and, therefore, a potentially handicapping condition), do not always have treatment facilities and intervention services after they have been diagnosed. The Division of Maternal and Child Health is working with the Maine Early Intervention Consortium, the Developmental Disabilities Council and the members of the Interdepartmental Coordinating Committee for Preschool Handicapped Children in an attempt to alleviate this problem. The Division has expanded its Handicapped Children's Program to include reimbursement for early intervention services.

The **Medical Eye Care Program** is a statewide program that provides specialty medical care to low income individuals with an eye disorder that would progress to blindness if not treated; limited services are available to low-income individuals with severe refractive problems.

Scoliosis. The Division of Maternal and Child Health has assumed responsibility for carrying out the activities mandated in the Spinal Screening legislation, specifically assisting the various school systems in Maine in the implementation of the law.

Family Planning Services. The Division of Maternal and Child Health manages funds going to the Family Planning Association and to eight regional sites where care is delivered. These funds provide family planning services at reduced cost to low income people, education of the public and health professionals in family planning, pregnancy testing and options counseling. The Division Director also serves on the Medical Advisory Committee of the Family Planning Association.

Public Health Nursing. The Division of Maternal and Child Health, through support of Division of Public Health Nursing and through grants to other public health nursing agencies, funds the services of public health nurses throughout the state. Public health nursing provides home visiting services to pregnant women, infants and children who are at high risk for developing health problems including family dysfunction. The Division of Maternal and Child Health also provides professional education for the state's public health nurses.

LICENSES, PERMITS, ETC.:

Screeners Certificate—Scoliosis

PUBLICATIONS:

Frequently Asked Questions About Congenital Hypothyroidism
What Should You Know About Newborn Screening
Symptom: Night Blindness...Retinitis Pigmentosa
Baby's First Food
Food Thoughts for Pregnancy During the Teen Years
MCH—A Healthy Start
The Special Supplemental Food Program for Women, Infants and Children Brochure—Revised April 1982
Your Child Is A Rose
Parents, Children and Discipline
You and Your Child
"Maine Parent" Magazine
Can Your Baby Hear?
Pregnant, Seen The Doctor?
Later In Pregnancy: Reminders
Safe Passage Pamphlets
Myths and Facts About Child Car Safety

ALL BROCHURES ARE FREE

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MATERNAL AND CHILD HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	909,114				909,114	
Health Benefits	49,704				49,704	
Retirement	164,819				164,819	
Other Fringe Benefits	6,892				6,892	
Computer Services—State	38,552				38,552	
Other Contractual Service	596,262				596,262	
Rents	80,385				80,385	
Commodities	26,477				26,477	
Grants—Subsidies—Pensions	241,503	5,000			236,503	
Equipment	879				879	
Interest—Debt Retirement	18				18	
Transfers to Other Funds	27,487				27,487	
TOTAL EXPENDITURES	2,142,092	5,000			2,137,092	

BUREAU OF MEDICAL SERVICES

ELAINE FULLER, DIRECTOR

Central Office: 249 Western Avenue, Augusta *Telephone:* 289-2674
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1978 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144D; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 172 *Legislative Count:* 65

Organizational Units:
- Division of Medical Claims Review
- Division of Surveillance & Utilization Review
- Division of Medicaid Policy and Programs
- Division of Residential Care
- Division of Licensing and Certification
- Division of Consumer Services

PURPOSE: The Bureau of Medical Services was created by the Commissioner of the Department of Human Services to administer the Department's major health care financing programs. The Bureau coordinates the programs, assures that they operate under consistent policy in keeping with the Department's goals, and provides accountability necessary to determine that they are administered in an effective and efficient manner. The specific programs which the Bureau administers are: Medicaid Medical Services, Medicaid Skilled and Intermediate Care Services, Drugs to Maine's Elderly, and the Residential Care Program. The need for effective administration for these programs is indicated by their aggregate expenditure and its influence on the state budget, Maine's health care delivery system, long term care services and the health status of Maine's citizens. The total expenditure for these programs during State fiscal year 88 was approximately $328 million. The Bureau is also responsible for the licensure and certification of hospitals, nursing homes and other health related institutions and residential care facilities. There is a direct interrelationship between the standards established for licensure and the financing of the above programs.

ORGANIZATION: The Bureau of Medical Services was established in the spring of 1978 as a part of a Departmental reorganization plan. The Bureau was recently restructured and administers its activities through the following operational units: Division of Medical Claims Review, Division of Surveillance and Utilization Review, Division of Medicaid Policy and Programs, Division of Residential Care, Division of Licensing and Certification, Division of Consumer Services and the Maine Managed Care Demonstration Project.

The Division of Medical Claims Review processed 3,532,089 claims during FY 88. This unit has developed and maintains a highly sophisticated automated claims processing system. The Professional Review and Third Party Benefit Recovery Units are included in this Division.

The Division of Surveillance & Utilization Review monitors the medical services provided and determines the appropriateness and necessity of the services. These findings are used as a basis for assuring the appropriate quality, quantity and necessity for services reimbursed by the Department where services are identified as insufficient in quality, lacking in medical necessity, or erroneously billed. This Division performs post-payment reviews and recovers inappropriate payments from providers.

The Division of Residential Care is responsible for developing and enforcing licensing standards and reimbursement policies for Maine's 537 Boarding and Foster Homes. This Division participates in the analysis of the need for new boarding home development, and allocating new beds in various sections of the State.

The Division of Medicaid Policy & Programs is responsible for analyzing program characteristics and developing new policy for the provision of services to Medicaid clients. The Preventive Health Program (formerly EPSDT) and the Provider Relations Unit are included in this Division.

The Division of Licensing and Certification surveys hospitals, nursing and other medical and health related institutions to determine if they meet the standards for Medicare Certification, Medicaid Certification and State Licensure.

The Division of Consumer Services is responsible for determining level of care needed by Medicaid clients who apply for long-term care services. This Division also includes a recipient relations specialist to address medically-related Medicaid Program concerns.

The Maine Managed Care Demonstration Project is a three-year managed health insurance program demonstration for the low-income, working uninsured. The Robert Wood Johnson Foundation awarded the Department of Human Services a grant to support the development of this program. The program entered development in March, 1987, and is slated to begin operation at the first of two demonstration sites in October, 1988. Approximately 2,100 currently uninsured individuals are targeted for enrollment. Premium subsidies will be available to those subscribers whose household income is below 200% of poverty, supported by a legislative appropriation of $900,000. Approximately 2,000 AFDC recipients will also be eligible to enroll in the managed care program on a voluntary basis.

PROGRAM: Some of the Bureau's most significant accomplishments during FY 88 were: 1) Renewal of the Medicaid Home and Community-Based Waiver for the Mentally Retarded and the Waiver for the Elderly; 2) Implementation of case management services for persons with mental retardation and mental illness; 3) Adjustments in payments to long-term care facilities to increase wages for nursing staff to deal with staff shortages; 4) Development of a Maine Managed Care Insurance Demonstration for the uninsured.

Medical Care Services. Approximately 133,021 Maine residents received Medicaid benefits during FY 88. These individuals qualified for Medicaid as either recipients of Aid to Families with Dependent Children (AFDC) or Supplemental Security Income (SSI) or were determined to meet the eligibility criteria as a "medically needy" individual or family. The following services, when medically necessary, are covered with some limitations: Ambulance, Audiology, Chiropractic, Family Planning Clinic, Home Health Agency, Hospice, Hospital, Independent Laboratory, Durable Medical Equipment and Supplies, Mental Health Clinic, Physician, Podiatrist, Pharmacy, Psychologist, Rural Health Clinic, Skilled Nursing Facility, and Speech and Hearing Clinic and Speech Pathology. Individuals under 21 years of age are covered for Early & Periodic Screening, Diagnosis & Treatment (EPSDT) Services which include eyeglasses, dental care, and hearing aids. Approximately 7,900 medical providers are participating in the program. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 68% under the Medicaid Program.

Drugs to Maine's Elderly. This program was implemented in October 1977. It was designed to assist elderly Maine residents who need assistance paying for prescription drugs, and who did not qualify for Medicaid benefits or other assistance programs. A copayment of $2.00 for heart, hypertension, and diabetic drugs, $3.00 for drugs for chronic, obstructive pulmonary disease, and $10.00 for antiarthritic drugs is required. Approximately 19,000 elderly Maine citizens received assistance in paying for 121,000 prescription drugs during FY 88. A client must be 62 or over with income of less than $6,700 for a single person and $8,600 for a household of two or more.

Residential Care Program. In SFY 88, 7 new boarding homes were licensed, but 20 were closed, many due to multiple licensing violations. A total of 38 new foster homes were licensed and 50 closed. There were 537 licensed facilities as of June 30, 1988, with 4,083 beds. Of the 7 new boarding homes licensed, 2 serve persons with mental retardation, 1 serves victims of Alzheimer's disease, and 1 serves persons suffering from traumatic brain injury. All 4 receive direct reimbursement from the Department for services to low-income residents.

LICENSES, PERMITS, ETC.:

Applications for the following licenses may be made to: Division of Licensing and Certification, Bureau of Medical Services, Department of Human Services, Station #11, Augusta, Maine 04333 (Tel. 289-2606).

(1) Hospitals
(2) Skilled Nursing Facilities
(3) Intermediate Care Facilities
(4) Intermediate Care Facilities for the Mentally Retarded
(5) Home Health Care Service Agencies

Applications for Medicare/Medicaid Certification may also be made for the following:

(1) Home Health Agencies
(2) Rural Health Clinics
(10) Hospitals
(11) Ambulatory Surgical Centers

(3) Renal Dialysis Centers
(4) Renal Transplant Centers
(5) Speech and Hearing Centers
(6) Independently Practicing Physical Therapists
(7) Psychiatric Hospitals
(8) Independent Laboratories
(9) Chiropactors
(12) Comprehensive Out-patient Rehabilitation Facilities
(13) Hospices
(14) Portable X-ray Services
(15) Rehabilitation Agencies
(16) Occupational Therapists in Private Practice

Application for the following licenses may be made to the Division of Residential Care, Bureau of Medical Services, Department of Human Services, Station #11, Augusta, Maine 04333 (Tel. 289-2821).

(1) Boarding Homes
(2) Adult Foster Homes

PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:

Annual Medicaid Report (free)
Bureau of Medical Services News (free)
Maine Medical Assistance Manual
Regulations for the Licensure of General and Specialty Hospitals (free)
Regulations Governing the Licensing and Functioning of Skilled Nursing and Intermediate Care Facilities (free)
Regulations Governing the Licensing and Functioning of Home Health Care Agencies (free)
Regulations Governing the Licensing and Functioning of Intermediate Care Facilities for the Mentally Retarded (free)
Regulations for the Licensing and Operation of Boarding Homes
Principles of Reimbursement for Long Term Care Facilities (SNFs, ICFs) (free)
Principles of Reimbursement for Intermediate Care Facilities for the Mentally Retarded (free)
Rules and Procedures for the Approval of Adult Foster Care Facilities
Principles of Reimbursement for Boarding Care Facilities on Cost Reimbursement

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,060,934	1,606,481	24,235		2,430,218	
Health Benefits	273,099	117,594	1,368		154,137	
Retirement	741,917	291,592	5,512		444,813	
Other Fringe Benefits	26,751	9,184	129		17,438	
Computer Services—State	1,806,184	491,101			1,315,083	
Other Contractual Service	4,216,295	3,181,847	125,272		909,176	
Rents	388,428	134,538			253,890	
Commodities	53,107	40,595			12,512	
Grants—Subsidies—Pensions	315,731,033	98,657,596	-289		217,073,726	
Equipment	43,525				43,525	
Interest—Debt Retirement	159	114			45	
Transfers to Other Funds	70,040	9	1,373		68,658	
TOTAL EXPENDITURES	327,411,472	104,530,651	157,600		222,723,221	

OFFICE OF PROGRAMS (HUMAN SERVICES)

DOUGLAS PORTER, DEPUTY COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144S; *Citation:* 22 M.R.S.A., Sect. 3

ORGANIZATION: The Office of Programs (Human Services) includes the Bureau of Social Services, Bureau of Rehabilitation, Bureau of Income Maintenance, Bureau of Maine's Elderly, Bureau of Health and Bureau of Medical Services. The Deputy Commissioner has overall responsibility for the management of these Bureaus, for the operation of the Department's programs across the State and responsibility for the Office of Alcohol and Drug Abuse, Office of Administrative Hearings, Office of Vital Statistics, and Office of Health Planning and Development.

PUBLICATIONS:

1986 Maine Social Services Report in conjunction with the Division of Community Services and Department of Mental Health and Mental Retardation—free.

1986 Medicaid Program Report—free.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

OFFICE OF PUBLIC AND LEGISLATIVE AFFAIRS (HUMAN SVCS.)

DOUGLAS G. WRIGHT, DIRECTOR
PATRICK CONLEY, Assistant Deputy Commissioner

Central Office: 221 State Street, Augusta *Telephone:* 289-3707
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established Date: 1966

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144C; *Citation:* 22 M.R.S.A., Sect. 3

Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The purpose of the Office of Public and Legislative Affairs is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of departmentwide newsletter, as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental-wide use.

ORGANIZATION: This unit was first formed in 1972 as the Office of Information and Education. In 1975 its title was changed to the Office of Public Affairs and Communication and in 1987, its title was changed to the Office of Public and Legislative Affairs. The staff consists of a Deputy Commissioner, plus three assistants, two aides to the Commissioner and three secretaries.

PROGRAM: During the 1987-1988 period, the office produced newsletters for all organizations and workers concerned about department affairs, at least six news releases a month on department affairs, developed awareness campaigns, and designed posters and supporting brochures for departmental programs.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

PUBLIC HEALTH LABORATORY (HUMAN SERVICES)

PHILIP W. HAINES, DR.P.H., DIRECTOR

Central Office: 221 State St., Augusta *Telephone:* 289-2727
Mail Address: Statehouse Sta. #12, Augusta, Maine 04333
Established: 1902 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144Y; *Citation:* 22 M.R.S.A., Sect. 561

PURPOSE: The primary function of the Public Health Laboratory is to provide a variety of laboratory services such as chemical, biological or radiological analyses at nominal cost within the State of Maine. Financially, the fee-for-service system, initiated in fiscal year 1975, now funds 63% of the Laboratory's operating expenses while the remainder comes from state (34%) and federal (3%) sources. The Laboratory continues to be challenged by its need to cover the costs of operation while maintaining service charges low enough to serve a public health function for its many users, which include various state agencies.

ORGANIZATION: In the period between 1892-1898, Maine reported 9,735 deaths due to tuberculosis alone, while 6,266 deaths were attributed to other infectious diseases, especially measles, scarlet fever, influenza, whooping cough, diphtheria and typhoid fever. The State Board and local boards realized that there was a need for a fully equipped bacteriological and chemistry laboratory and strongly urged the establishment of such an organization. This organization could provide chemical and bacteriological analysis on water samples, analyze food for purity and prevent adulterations, test the efficacy of various disinfectants and diagnose bacterial diseases. Major advances in the knowledge of the causes of infectious diseases make the diagnosis of bacterial disease an important part of public health. Because of this need, in 1902 the Laboratory of Hygiene was created under the supervision of the State Board of Health. However, the functions were strictly limited since in 1906, the Laboratory was authorized to perform only chemical analysis of water and the bacteriological examination of sputum for tubercule bacillus, of blood for the Widal typhoid reaction and of throat swabs for the diphtheria bacillus. In 1917, the Laboratory of Hygiene was placed within the Department of Health which replaced the State Board. In 1969, the Public Health Laboratory moved into new facilities in the Health and Welfare (now Human Services) building consolidating all departmental laboratories. At the present time, the Public Health Laboratory is organized in the following manner:

Clinical Microbiology
    Virology (includes Serology)
    Bacteriology/parasitology
    Mycobacteriology/mycology/rabies
Laboratory Improvement Program
Water
Organics
Chemistry

PROGRAM:

Virology Section

Since 1970 when the virology section was first formed, the section has offered a variety of services which could not be routinely performed at the average hospital laboratory to aid in the diagnosis of clinically ill patients suffering from an acute infectious viral disease. The section is organized along traditional procedures used to diagnose viral (sometimes nonviral) diseases in the laboratory: (1) isolation, culture and identification of the agent; (2) demonstrating the significant increase in serum antibodies during the course of illness in a patient to a particular agent; (3) direct examination of clinical materials for the presence of a particular agent. The last procedure is the most rapid procedure but is generally limited to a few diseases at the present time (e.g., rabies, legionella, herpes, encephalitis, etc.).

Virus isolation involves a variety of clinical specimens such as throat swabs, rectal swabs, vesicle fluid, cerebral spinal fluid, tissues, etc., which are then processed and inoculated into suitable animal cell culture for isolation and identification. The most frequent virus isolates are herpes simplex virus, influenza viruses, parainfluenza virus, and enterovirus.

Serologic testing involves a wide variety of tests involving virus and non-viral agents. The tests are designed to either diagnose a recent infection or to provide evidence of past infection to differentiate immunity/susceptibility in individuals. Hospitals are now requesting that their employees be screened to determine whether they are immune to rubella, measles or chickenpox since outbreaks involving these viruses are capable of easily involving hospital patients.

A major public health problem now receiving national and international attention because of the large number of cases involved and fatal consequences is acquired immune deficiency syndrome (AIDS). The Virology Section is testing for serum antibody against the human immunodeficiency virus (HIV) which is the agent responsible for the disease using the enzyme immunoassay (EIA). In late 1986 a Western Blot test was made available in-house to confirm true positive cases. In FY 1987-88, over 7,300 serum specimens were tested for HIV infection. Around 83 cases of clinical AIDS have been reported in this state to date.

Several other sexually transmitted diseases which are of public health importance are herpes simplex, syphilis and chlamydia. The importance of screening pregnant women for primary or recurrent herpes simplex infection in the genital area is to minimize the risk of neonatal herpes which can be devastating to the health of the child resulting in death or permanent brain damage if the infant were to be infected during the delivery process.

Bacteriology/Parasitology

The bacteriology/parasitology section provides a variety of services to the State of Maine. Specimens for examination are received from different public and private agencies, doctors, hospitals and clinics. These specimens come from numerous sources such as foods, human, animal or environmental. The following is a general list of capabilities:

1. **Parasitology**	Identify helmiths (worms) like tapeworms or round worms. Examine stools for ova (worm eggs) or protozoa. Protozoans cause amoebic dysentery and giardiasis.
2. **Foodborne Illness**	Analyze foods for foodborne bacteria that cause disease. Bacteria that cause botulism, bacillary dysentery and typhoid fever are examples.
3. **Neisseria gonorrhoeae**	Examine slides and cultures for identification. Do drug sensitivity testing on all positive cultures.
4. **Special Bacteriology**	Identify bacteria that require special procedures. Bacteria that cause whopping cough, meningitidis, plague and brucellosis are just some examples.
5. **Enteric Bacteriology**	Identify bacteria that cause typhoid fever, bacillary dysentery and Yersiniosis.
6. **Anaerobic Bacteriology**	Identify bacteria that cause botulism and gas gangrene.

Mycobacteriology, Rabies, Mycology

The Tuberculosis Laboratory provides support to the Bureau of Health as well as a service to doctors, hospitals, and clinics. Since *Mycobacterium tuberculosis* may invade any organ of the body, such varied specimens as sputum, all body fluids, pus, urine, and tissues may be sent to the laboratory for examination. The laboratory identifies other mycobacteria as well as *M. tuberculosis.* Drug susceptibility studies are performed on all mycobacteria. The trend indicates a steady increase in the isolation of *M. tuberculosis* and atypical mycobacteria from the general population. There was a noticeable increase in the number of atypical mycobacterial isolates over the previous year. This trend is expected to continue because of the number of immunosuppressed patients who are susceptible to many diseases.

Rabies diagnosis in animals is performed at the request of individuals, physicians, or veterinarians as well as the Department of Agriculture when an exposure or potential risk is indicated. In the last 3 years we have had only 3 positive bats, which is a big drop from previous years. The average for the preceding five years was 20 with the highest number being in foxes.

In the Mycology Laboratory, clinical and reference diagnostic services are provided to doctors, hospitals, and clinics. There is more demand in the identification of mycology cultures, therefore, our numbers of specimens received increased by approximately 21% for this fiscal year.

Laboratory Improvement Program

Program Activities and Responsibilities:

1. Annual evaluation and certification of 28 drinking water/environmental laboratories.
2. Annual evaluation of 4 hospital and 9 independent clinical laboratories for State and Federal licensure and Medicare certification programs.
3. Assists the Maine medicaid program by providing consultation in lab reimbursement and by evaluating physician's office laboratories in fraud and abuse cases.
4. Sponsors, coordinates and conducts educational programs for laboratorians.
5. Prepares and edits *Lab Gab,* a quarterly newsletter which is sent to hospitals, private laboratories, pathologists, State PHL directors and other interested parties (available free of charge).
6. Monitors proficiency testing performance for clinical and environmental (water) laboratories.

Water Lab

The Water Lab provides a wide range of testing to public water systems and to private well owners as well as providing support to the Bureau of Health and other departments of the state government.

The Lab tests for inorganic and microbiological contaminants using modern instrumentation such as atomic absorption, autoanalyzer, and specific ion electrodes. In the future, the increasing workload will be met with more automation and computerization including a personal computer at each work station to facilitate reporting of results.

Besides drinking water, the Water Lab also does dump leachate, sewage and tissue samples for a number of state agencies and the general public.

Department Supported	**Support Activities**
Transportation (Well Claims Div.)	Test for road salt
Marine Resources	Trace metals in shellfish
Environmental Protection	Hydrocarbons and VOC's in water
Fish and Wildlife	Trace metals in deer and moose liver
Health Engineering	Test of water companies, trailer parks and other water supplies for compliance with state regulations

Organics

The pesticide laboratory section of the Public Health Laboratory was established in 1969 to service the state's needs for a facility capable of analyzing pesticide residues in the environment. At present, it is the only "full time" pesticide residue laboratory in Maine. Certified by E.P.A., recent emphasis has been to monitor surface and ground water supplies for residues of a wide range of agricultural chemicals used on farm commodities grown in our state. It also serves as the analytical arm for the regulatory efforts of Board of Pesticide Control, testing food products as well as soil and water for evidence of pesticide misapplication. It has also served the Department of Conservation's Spruce Budworm Program and the University of Maine in their research projects. It welcomes inquiries and requests for analyses from members of the general public who have valid concerns about the purity of their drinking water or pesticides used in their home environment.

In fiscal 1988, the organic chemistry functions of the water laboratory were merged with the pesticide laboratory to form a comprehensive organic analysis laboratory. There has been an increase in public awareness of organic chemical pollution of drinking water. Gasoline and other hydrocarbons are of particular concern. Volatile organics and trihalomethanes are of particular interest in the regulation of public water supplies. There has been a steady and significant increase in the number of samples received by this section.

All testing, either for government agencies or for the public are performed on a fee-for-service basis with costs being agreed upon between the parties prior to start of work.

Chemistry

The Chemistry Section of the Public Health Laboratory is a well-equipped analytical laboratory with modern instrumentation including IR/UV/VIS spectrophotometry, gas chromatography, high pressure liquid chromatography, and gas chromatography/mass spectrometry.

The Laboratory analyzes such diverse samples as seaweed for radiation and urine for drugs. The most rapidly growing program has been the testing of homes for radon in water and air.

The addition of new analytical equipment has increased the speed and sensitivity of urine drug testing. We currently analyze urine samples from drivers for the Maine State Harness Racing Commission. In addition we support the following programs:

Program Supported	**Support Activities**
Public Safety	Drug identification for law enforcement agencies Certification of analysts for drug identification Blood and breath alcohol analyses Certification of analysts for alcohol testing Approval and repair of Intoxilyzers Arson analyses
Chief Medical Examiner	Drug toxicology
Agriculture	Harness racing horse/driver drug toxicology Daminozide screening Pesticide testing
Health Engineering	Radiation monitoring Indoor air testing for volatiles
Public Health Nursing	Lead/EP screening
General public/various State agencies	Bulk asbestos screening Radon/radiation testing

LICENSES, PERMITS, ETC.

License:
- Independent Clinical Laboratory

Certificate:
- Blood Alcohol Phlebotomist
- Blood Alcohol Analyst
- Drug Analyst
- Breath Alcohol Testing Equipment
- Water Testing Laboratory

PUBLICATIONS:

LAB GAB—quarterly newsletter—sent to hospitals, private laboratories, pathologists, State Public Health Laboratory Directors and other interested parties. (Available free of charge.)

A Correlation and Study of Blood and Breath Alcohol Testing (Available free of charge.)

Directory of Laboratory Services—Maine State Public Health Laboratory (1987). (Available free of charge.)

Rabies informational booklet. (Available free of charge.)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $2,261,839.72 in FY 88 and are, by administrative decision, included with those of Bureau of Health.

DIVISION OF PUBLIC HEALTH NURSING

ELEANOR BRUCE, DIRECTOR

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-3259
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 147; *Citation:* 22 M.R.S.A., Sect. 1961
Average Count—All Positions: 65.7 *Legislative Count:* 0

PURPOSE: The responsibilities of the Division of Public Health Nursing are as follows: to establish standards for nursing programs carried out by the department pursuant to state and federal laws or regulations, to provide community nursing services primarily related to communicable diseases, the health of mothers and children, and refugee health. The Division also has the responsibility of informing the community of nursing agencies and to provide nursing services, and technical assistance.

ORGANIZATION: The Director, Bureau of Health, hires the Director of Public Health Nursing, who is licensed as a registered nurse in the State and has education and experience in public health nursing.

The Division is made up of 3 full-time professionals (2 consultants, 1 director), three clerical central office staff, 6 supervisors, 52.2 fulltime equivalent public health nurses, and 7.5 clerical positions in the eighteen field offices.

PROGRAM: The focus of the Division of Public Health Nursing (DPHN) is on preventive nursing services, specifically child health services and disease control. The Division is involved in programs of prevention and detection such as newborn screening and lead poisoning and the development of standards of nursing in community health.

Direct services to all ages (rendered by the Division) are provided through direct visits to clients and through clinic activities. Consultation is provided to community nursing agencies and other parts of the Department.

During FY 88 approximately 12,000 direct visits were made to 6000 clients in connection with communicable disease control (i.e., tuberculosis), maternal and child health (pregnant teens/women, newborns and infants, premature births, sudden infant death, children under handicapped children's services, etc.), Lead Poisoning Program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health problems). Clinic activities include preschool clinics (about 44 sites, 420 sessions, 6,400 visits), tuberculosis clinics, a genetics clinic, handicapped children's clinics (such as cardiac, orthopedic, child development, cleft palate, cystic fibrosis and spina bifida). Additional services include school health nursing in small school systems, active participation with the Preschool Coordination Site Services, funded through the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC) and a specific newborn referral system.

DPHN is involved in standards-setting for nursing practices in the field and, to this end, the Division has developed policies and procedures for visits in these areas. The Division collects data in areas of sudden infant death, well-child care, and services to high risk infants, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis, and the overall coordination of nursing services on a community-wide basis, constitutes the emerging role for the Division's nurses. The Division is involved with various other Departments and agencies in providing coordinated services.

Accomplishments in FY 88:

Administratively, a new director and nursing consultant joined the central office in January. DPHN continues to be involved in policy development with other governmental units, such as participation on advisory committees, and staff PHNs continue to attend T.B. Consultants' meetings.

DPHN personnel have attended intensive workshops; namely, a maternal and infant health course (7 days); infant mental health (4 days); a Well-Start Lactation course (7 days); a cystic fibrosis conference (2 days); a national conference on lead poisoning (5 days); and a state-wide staff educational conference (2 days) was held in June entitled "Focus on The Future: AIDS."

DPHN personnel also were involved in the Teenage Pregnancy Demonstration Project and increased clinical experience for nursing students, medical residents, and observations for graduate students from the University of Maine Child Development Clinics and Well Child Clinics increased in numbers of sessions.

Changes relating to children's services include the expansion of the newborn screening referral system to include children 0-5 years of age and offering a visit to all new mothers. Public health nurses are assigned as liaisons to hospitals in order to improve communications and provide inservice education as needed. DPHN has become increasingly involved with the Preschool Coordination Sites under ICCPHC with many Public Health Nurses serving on local coordinating committees and holding membership on ICCPHC committees. The infant screening/referral system is intended to prevent health problems in children through early identification and intervention. School nurses were recertified as appropriate.

The above activities have required changes in workloads and priorities, with the concern that we may be seeing more people, but less intensively than previously.

PUBLICATIONS:

Brochure: "Public Health Nurses In Your Community"—free
Brochure: "The Public Health Nurse And A Visit To You And Your Baby"—free
Brochure: "How to Remove Lead Paint"—free
Brochure: "Childhood Lead Poisoning Awareness"—free
Brochure: "What's an FEP"—free
Brochure: "Sudden Infant Death Syndrome"—free
Brochure: "Bereavement Support Groups/Community Health Nurses"—free
Brochure: "Guidelines For Forming Bereavement Support Groups"—free
Fact Sheet: "The Grief of Children" Susan Woolsey—free

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

ADVISORY COMMITTEE ON RADIATION

DR. RICHARD OVERGAARD, D.M.D.

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Radiation Control Program, Statehouse Sta. #10, Augusta, Maine 04333-0010
Established: May 25, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 474; *Citation:* 22 M.R.S.A., Sect. 675
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Advisory Committee on Radiation was established to make recommendations to the Commissioner of the Department of Human Services, and to furnish such advice as may be requested by the Department on matters relating to the regulation of sources of radiation.

ORGANIZATION: The authority to appoint an Advisory Committee on Radiation was established by an Act of the Legislature and became effective on May 25, 1983. By statute the Advisory Committee on Radiation consists of 5 members with training and experience in the various fields in which sources of radiation are used. All five of the members have been appointed, with an effective date of October 22, 1984.

PROGRAM: The Advisory Committee on Radiation met several times during FY 88. Input and advice to the Division of Health Engineering has included comments to the Division's rules relating to Radiation Protection, and input into other areas such as nonionizing radiation, radiation environmental surveillance, obtaining agreement state status with the U.S. Nuclear Regulatory Commission, low level waste issues, and radon surveillance.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $75.68 in FY 88 and are, by administrative decision, included with those of the Division of Health Engineering, Department of Human Services.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)

ROBERT R. NADEAU, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Sunset Review Required by: June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144R; *Citation:* 22 M.R.S.A., Sect. 3
Average Count—All Positions: 1068 *Legislative Count:* 0

PROGRAM: This unit is responsible for providing generic administrative support services to all program units housed in the five regional offices as well as branch offices in each region. Its major functions fall into five categories: (1) reception services, (2) personnel services, (3) fiscal services, (4) office services, and (5) plant management services. These services, provided for the comfort of the public as well as staff, are offered in Portland, Biddeford, Sanford, Lewiston, Mexico, Farmington, Augusta, Skowhegan, Rockland, Belfast, Bath, Bangor, Ellsworth, Dover, Lincoln, Machias, Calais, Houlton, Presque Isle, Caribou, and Fort Kent. These several offices enable the public to receive services in all areas of the state.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	21,233,577	15,422,207			5,811,370	
Health Benefits	1,390,065	974,725			415,340	
Retirement	3,845,488	2,787,642			1,057,846	
Other Fringe Benefits	145,818	112,613			33,205	
Computer Services—State	157,293	122,009			35,284	
Other Contractual Service	3,186,038	2,160,737			1,025,301	
Rents	2,064,402	1,018,195			1,046,207	
Commodities	153,072	76,266			76,806	
Grants—Subsidies—Pensions	356,162	312,142			44,020	
Equipment	53,680	28,812			24,868	
Interest—Debt Retirement	1,849	1,197			652	
Transfers to Other Funds	130,179				130,179	
TOTAL EXPENDITURES	32,717,623	23,016,545			9,701,078	

BUREAU OF REHABILITATION

PAMELA TETLEY, DIRECTOR

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-2266
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 152; *Citation:* 22 M.R.S.A., Sect. 3052

Average Count—All Positions: 211 *Legislative Count:* 43

Organizational Units:
Division of Disability Determination Services
Division of Deafness
Vocational Rehabilitation Services
Division of Eye Care

PURPOSE: Through the authority vested in the Commissioner of Human Services, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services available to handicapped and disadvantaged individuals. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including independent living services, vocational rehabilitation services, and provide evaluation and work adjustment services for purposes of the Federal Rehabilitation Act and the Social Security Act and their amendments and additions. The Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore, the Bureau provides a specific program of services to individuals with visual impairments. Lastly, the Bureau coordinates the services of the Governor's Committee on Employment of the Handicapped.

ORGANIZATION: The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to Federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. The Division of Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, and Division of Deafness in 1982.

All of these programs have the goal of assisting individuals with handicaps to function at their highest level of potential.

PROGRAM: The programs of the Bureau are conducted through several service areas:

Rehabilitation Services Program. The goal of Vocational Rehabilitation (VR) Services is to assist individuals who are handicapped by a physical, mental, or emotional impairment to prepare for and obtain suitable employment. These services include, but are not limited to, evaluation of rehabilitation potential to determine eligibility, as well as the nature and scope of services to be provided; counseling and guidance; physical and mental restoration; vocational training; occupational licenses; tools and equipment; job placement and post-employment assistance enabling individuals to maintain employment. VR also administers facility services which are implemented through grant awards and fee-for-service agreements with private non-profit agencies which provide an array of services to assess rehabilitation potential, develop social and vocational skills, provide transitional and sheltered employment and prepare people with disabilities for the job market.

Under the auspices of the Rehabilitation Services Program, the Bureau provides a broad spectrum of programming which is not necessarily vocationally based but addresses the needs of people who have a disabling condition to be as independent as possible. These services include an independent living program; personal care attendance; the hearing impaired children's program; telecommunication devices for deaf people; orientation and mobility training for people with vision impairments and technical assistance in providing barrier-free structures.

These programs assist individuals with severe disabilities to remain at home or in the community, thus avoiding the necessity of placement in nursing homes, hospitals, or other institutions away from home and family.

In the context of providing services to people with handicaps and placing them in employment, the Bureau supports the Office of State Handicapped Accessibility. Staff of this office assist organizational recipients of federal funding to comply with Section 504 of the Rehabilitation Act of 1973 which requires that they provide employment and accessibility to qualified handicapped persons.

Division of Eye Care. The Division of Eye Care was established legislatively to provide a program of services to blind citizens, including the prevention of blindness, the location and registration of blind persons, and the provision of special services including education services to blind children ages 0-21. The Division also provides vocational guidance and training, including the instruction for adults in their homes. Other services include placing blind persons in employment, including installing vending facilities in public buildings to be operated by a blind person licensed by the Division, assisting people with blindness in marketing the products of home industries, and providing other social services. (See additional report following this section.)

Division of Deafness. The Division of Deafness was legislatively established in 1985 to provide a program of services to people who are deaf and hearing impaired. The Division maintains an up-to-date registry of deaf persons and operates "hearing dog" and interpreter service programs. Telecommunication devices for people who are deaf (TDD) are provided through a cost sharing and loaner program. Identification cards are available free of charge to assist deaf people in emergency, medical, social, or legal situations where an interpreter is needed. A separate ID card is available for owners of "hearing dogs". In addition, any eligible deaf or hearing impaired person may receive the full range of vocational rehabilitation services required to meet individual needs. The Division also provides evaluation and services to hearing impaired deaf children whose loss is sensorineural in nature.

Division of Disability Determination Services (DDS). Disability Determination Services is a state agency regulated by the Social Security Administration to adjudicate all Social Security Disability Insurance and all Supplemental Security Income claims. Through a process of medical record review and medical consultation, the program determines the eligibility of individuals for these two Social Security benefits. Although quality and quantity goals are mandated by the federal Social Security Administration, DDS has a continuing goal of serving the public by giving fair, timely, and accurate disability decisions to all who apply for disability benefits.

PUBLICATIONS:

Each program publishes brochures describing its services and eligibility requirements. Assorted educational pamphlets are also available on many disabling conditions as well as descriptive reports and publications promoting general public awareness. Most publications are free and may be obtained during working hours in the respective program offices.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,021,289	1,028,018			3,993,271	
Health Benefits	328,011	67,496			260,515	
Retirement	912,733	185,855			726,878	
Other Fringe Benefits	23,179	4,374			18,805	
Computer Services—State	107,816	95,378			12,438	
Other Contractual Service	2,052,538	444,886			1,607,652	
Rents	312,455	252,132			60,323	
Commodities	40,285	7,417			32,868	
Grants—Subsidies—Pensions	8,206,196	1,476,469	52,389		6,677,338	
Buildings and Improvement	2,833				2,833	
Equipment	32,396	1,587			30,809	
Interest—Debt Retirement	1,970	1,634			336	
Transfers to Other Funds	65,599		-9		65,608	
TOTAL EXPENDITURES	17,107,300	3,565,246	52,380		13,489,674	

SCIENTIFIC ADVISORY PANEL

ROBERT A. MICHAELS, CHAIR
ROBERT FRAKES, CONTACT

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-5378
Mail Address: Statehouse Sta. 11, Augusta, Maine 04333
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 476; *Citation:* 22 M.R.S.A., Sect. 1693A

PURPOSE: The major duties of the Scientific Advisory Panel are to act in an advisory capacity to the Director, Maine Bureau of Health, in assessing the human health impacts of hazardous air pollutants. In addition, the Scientific Advisory Panel may evaluate other environmental health problems, at the request of the Director of the Bureau of Health. The Panel meets on a bi-monthly basis.

ORGANIZATION: The Scientific Advisory Panel consists of seven members, appointed by the Commissioner of Human Services. Members represent a cross-section of various environmental health disciplines, including pulmonary medicine, toxicology, industrial hygiene, atmospheric chemistry, epidemiology, and molecular biology. The term of office is three years and may be renewed. Members of the Panel serve without compensation, but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: The Scientific Advisory Panel has given final approval for risk assessments on toluene and perchloroethylene, formaldehyde, and trichloroethylene, which were conducted by the Bureau of Health. These assessments have been sent to the Department of Environmental Protection. The Panel is currently reviewing the Bureau of Health's risk assessments on chlorine and wood smoke. It has provided the Bureau with peer review on its risk assessment policy, and is helping the Bureau to organize a workshop on the policy, scheduled to take place in the fall. All of these activities should be completed by the end of the year, after which the Panel will initiate its review on the next pollutants scheduled for risk assessment.

FINANCES, FISCAL YEAR 1988: Expenditures of this unit are included with those of the Bureau of Health.

BUREAU OF SOCIAL SERVICES

PETER E. WALSH, DIRECTOR
HARMON D. HARVEY, Deputy Director

Central Office: Human Services Bldg., Augusta *Telephone:* 289-5060
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 148; *Citation:* 22 M.R.S.A., Sect. 5308

Average Count—All Positions: 98 *Legislative Count:* 74

PURPOSE: The Bureau of Social Services, with the advice of the Maine Human Services Council and the Maine Committee on Aging and subject to the direction of the Commissioner of Human Services, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to social services, including services to older people funded by the Federal Social Services Block Grant (SSBG). The Bureau also encourages and assists development of more effective and coordinated use of existing and new resources and social services available to Maine residents, and serves as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate educational materials dealing with social services. Additionally, the Bureau convenes and conducts conferences concerned with the development and operation of social service programs intended to benefit citizens, and provides or coordinates the provision of information, technical assistance and consultation about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and the SSBG as amended and to administer State or Federal programs or Acts relating to social services which are not the specific responsibility of another State agency. Also the Bureau assists the Legislative and Executive branches of State Government to coordinate all government efforts relating to social services, except services to older people, and conducts a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities. Furthermore, the Bureau administers within any specified limitations any funds from any source for the benefit of Maine residents in need of social services and develops, in cooperation with the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

ORGANIZATION: The Bureau of Social Services was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of Health and Welfare (now the Department of Human Services). Among its responsibilities were those formerly assigned to the department's Office of Resource Development which was created in 1973 to administer the state's new Priority Social Services Program. During the 1974 transition period the office continued to function until the new bureau became operational near the close of FY 77 and then was disbanded.

The 107th Legislature changed the bureau's name to the Bureau of Resource Development. A departmental-wide administrative reorganization in early 1975 added to the bureau a Social Services Consultation and Policy Development Unit and assigned to the bureau many of the department's research, evaluation, and planning functions previously assigned to the Bureau of Social Welfare. A modest federal grant in 1974 enabled the bureau to begin the planning and development of a statewide information and referral system for all Maine citizens. The bureau was designated in March 1975 as the departmental unit responsible for administration and development of Maine's Title XX Comprehensive Annual Services Plan, in addition to the previously assigned IV-B Child Welfare Services Plan.

In 1979, by order of the Governor, the U.S. Department of Agriculture Child Care Food Program was transferred from the Department of Educational and Cultural Services to this bureau. This program provides federal assistance to food programs administered through a multitude of child caring agencies.

Also in 1979 the responsibility for statewide refugee coordination was accepted by the Governor from the federal government and assigned to the bureau which has resulted in services to over 1,100 Indo-Chinese, Cuban-Haitian, Poles and other refugees throughout the state. This program is administered by the bureau through various purchase of service agreements with community agencies.

In 1980 the 110th Maine Legislature renamed the bureau to the Bureau of Social Services.

PROGRAM: A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the Federal Social Security Act was signed into law by the President in December, 1974, effective October 1, 1975. Title XX replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services. Although no additional funds were involved, Title XX presented both challenges and dilemmas for the Bureau. At stake were $16,300,000 annually in Social Services provided by the Department, other state agencies, and the private sector under a 3-1 Federal matching formula. Under the Bureau's and the Maine Human Services Council's leadership, Maine took the initiative in protesting Federal program regulations issued under Title XX which would have restricted services to thousands of Maine's poor and elderly. Although somewhat modified in their final form, these regulations do not adequately allow local flexibility in developing Maine's plan and may well be challenged in future sessions of Congress. The requirements of Title XX required, within a 90-day period, the development of a comprehensive State human services plan involving several hundred service providers. The Bureau, in cooperation with a task force of service providers, citizens, and consumers, and with the advice and input of the Maine Human Services Council and the Maine Committee on Aging, developed a plan which has been a model for other states and assures continued Federal support for human service programs in Maine. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. The Bureau looks forward to continued refinement of this plan, including the development of a comprehensive statewide human services needs assessment.

The continued funding by the Legislature of Maine's Priority Social Services Program, with emphasis on service provision to rural areas, has given the Bureau a mandate to address a serious problem in human service provision in Maine. Rural areas under 10,000 population have traditionally had neither the local resources nor personnel to develop and fund basic human services such as meals, transportation, homemakers, day care, and mental health-mental retardation services. The Bureau has developed a plan under the Priority Social Services which will assure that Maine's rural residents begin to receive more of their fair share of human services.

With the availability of additional Federal dollars specifically for child care services the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in Title XX ceiling and eventually the SSBG.

Studies on child abuse and neglect and later abuse and neglect of adults, have focused attention on the need to expand the Department's capability to address particularly the preventative aspects of this vulnerable target population. A 24-hour capability for response has been operative since 1977. Expansion of staff was possible primarily through commitment of a portion of available Title II—Anti-recession Act funds. The Bureau has now received permanent supportive funding for this service through State appropriations.

The Bureau continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs.

The passage of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the implementation and interpretation of programs designed to protect the safety and well being of those Maine citizens who are unable to protect and take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

Division of Child and Family Services. This division is responsible for policy development, implementation, and quality assurance of child and family services programs administered and delivered by central office and regional offices direct service, management and administrative staff. This includes administration of approximately $28 million in state and federal funds including federal title IV-B and IV-E. Services under the responsibility of this division include child protective services to children and their families where there are allegations of suspected abuse and neglect as defined in Maine statutes, foster care and residential treatment services for children, adoption and adoption assistance, licensing of foster homes and child placing agencies, recruitment and training of foster families, and administration of the Interstate Compact on Placement of Children and the Interstate Compact on Adoption and Medical Assistance.

Division of Adult Services. This division is responsible for policy development, interpretation, implementation, and monitoring of all services to adults administered through direct service staff of regional offices. It includes responsibility for providing technical assistance to staff, for working with the office of the Assistant Attorney General for determining appropriateness of petitions for public guardianship and conservatorship under the Adult Protective law. Although some services directed at adults under the auspices of this bureau are considered supportive, the priority focus on services is for the protection of adults. In addition, this division arranges for the provision of therapeutic services in licensed facilities for adult protective clients.

Division of Purchased and Support Services. This division is responsible for the administration of more than $14 million in state, federal, and local funds under the SSBG, the state Priority Social Services Act, the Refugee Resettlement Program, and the Office of Child Care Coordination, which was created by the Legislature in 1986. It works with private and public agencies seeking to contract with DHS to provide services eligible for funding under the above mentioned programs. It is responsible for the negotiation, administration, and monitoring of contractual services with these community agencies. It is also responsible for licensing of day care facilities and child care facilities, including nursery schools.

LICENSES, PERMITS, ETC.:

- Licensing Unit
  - License:
    - Children's Residences
    - Day Care Centers (for Non-Recurring Clientele)
    - Family Day Care
    - Group Day Care
    - Nursery School
    - Child Placement Agencies With and Without Adoptive Programs
    - Family Foster Homes for Children
    - Specialized Children's Homes
    - Children's Foster Homes Providing Respite Care Only

PUBLICATIONS:

- Final State Plan—Social Services Block Grant Plan Report—Social Services Programs
- Annual Statewide Child Welfare Services Plan
- Refugee Resettlement Plan
- Adult Services Annual Plan
- Child Care Food Program Annual Plan

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SOCIAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,714,793	1,686,938			1,027,855	
Health Benefits	182,787	127,768			55,019	
Retirement	488,711	301,285			187,426	
Other Fringe Benefits	13,591	8,476			5,115	
Computer Services—State	280,199	115,481	4,027		160,691	
Other Contractual Service	882,889	513,898	40,225		328,766	
Rents	34,313	15,531	85		18,697	
Commodities	21,956	12,436			9,520	
Grants—Subsidies—Pensions	28,397,765	14,441,487	-10		13,956,288	
Equipment	7,353	3,112			4,241	
Interest—Debt Retirement	69	69				
Transfers to Other Funds	41,013	—	891		40,122	
TOTAL EXPENDITURES	33,065,439	17,226,481	45,218		15,793,740	

OFFICE OF VITAL STATISTICS

ELLEN M. NAOR, STATE REGISTRAR AND DIRECTOR
MICHAEL FLEMING, Assistant Director
LORRAINE A. GERARD, Deputy State Registrar

Central Office: 151 Capitol St., Augusta *Telephone:* 289-3001
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1892 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 146; *Citation:* 22 M.R.S.A., Sect. 2701
Average Count—All Positions: 33 *Legislative Count:* 0
Organizational Units:
- Vital Records Unit
- Survey Operations Unit
- Technical Operations Unit
- Statistical Services Unit

PURPOSE: The Office of Vital Statistics provides and facilitates the use of quantitative information for planning, policy development, program management and evaluation within the Department of Human Services. It produces detailed population estimates and projections for use within and outside the Department. It maintains a state-wide system for the registration of vital statistics. The State Registrar is also responsible for directing the activities of municipal clerks in the registration of vital statistics.

ORGANIZATION: The Office of Vital Statistics was established in 1892 to maintain a statewide system for the registration of vital statistics. It has since grown to encompass a variety of data on health status, health care resources, and social services, as indicated by its present name.

PROGRAM: The Office of Vital Statistics is composed of four units: Vital Records, Survey Operations, Technical Operations, and Statistical Services. The units function in a complementary manner to manage the State vital statistics system; to provide vital registration services for the general public; to collect, process, analyze, and disseminate quantitative data for policy development, planning, program management and evaluation in the areas of health and social services; and to provide technical assistance and consultation on survey procedures, statistical analysis, and systems development.

A major function of the Office during FY 1987-88 was continuing to develop and maintain core data needs for health and social services, program planning and management. Specific projects included vital statistics, population estimates and projections, demographic information, health status indicators, health care expenditure estimates, physician and nurse surveys, inventories of health care facilities of all levels, health facility utilization, and occupational health surveillance indicators.

The Office continued its regular program of collecting vital records, filing them, furnishing vital statistics data to the National Center for Health Statistics on magnetic tape and microfilm for the preparation of national vital statistics reports; initiated measures for improving compliance with the rules governing the registration of vital statistics; presented several workshops for municipal clerks on registration methods and automation; and continued operation of the Adoption Reunion Registry. As of July 1, 1988, the Registry had 557 applications on file, equally divided between adopted persons and biological parents. The Registry has identified seven matches to date.

During the past year, the Office completed its analysis of data on the characteristics of residents in small boarding homes; prepared long-range population projections and compiled and analyzed data from many sources for use in the Department's plan for the provision of long term care services; prepared a detailed report on the Childhood Mortality Prevention Program; initiated several studies on the quality of data reported on the birth certificate, with funding from the National Institute of Occupational Health and Safety, and continued its statistical investigations of possible excess mortality in certain occupations. The Office was awarded a competitive grant from the Centers for Disease Control to identify factors associated with poor pregnancy outcomes: the Pregnancy Risk Assessment Monitoring System (PRAMS). A system for analyzing data from the Medicare Cost Reports for Nursing Homes is also in operation, to provide information for managing the prospective reimbursement program for these facilities.

The Office continued to develop an overall data system for health planning and cooperated with many other health agencies in data collection. Staff provided research, statistical and technical services to the Bureaus of Health, Medical Services, and Income Maintenance. A number of statistical reports and directories were published. The Office continued a series of presentations for various groups in the Department to familiarize them with the technical, statistical and informational resources available through the Office and continued to work on an overall plan for the coordinated development of research and information processing activities within the Department.

LICENSES, PERMITS, ETC.: Certificates of live birth, death, and marriage. Official reports of fetal death, and spontaneous and induced abortion. Official records of divorce or annulment.

PUBLICATIONS:

Maine Vital Statistics, 1986—$7.00
Maine Vital Statistics, 1987—$7.00
Population Estimates for Minor Civil Divisions by County, 1986—$4.00
Maine Health Facilities: Resources and Utilization, 1985—$10.00
Guide to Health Information: Local and Independent Sources, 1986—$7.00
Population Projections by Minor Civil Divisions, Sex, Age Group and County, 1987-1996—$4.00
A Capsule of Health Information—1986—$1.00
Maine Early Childhood Health Survey: Executive Summary—$2.00;
Tabulations—$4.00-$13.00
Trends in Hospital and Nursing Home Care Expenditures, Maine, 1974 to 1984—$3.00
The Accuracy of Parental Work History Data on the Maine Birth Certificate—$2.00
Health Data Resources—Free
Vital Statistics Registration in Maine; 1986 Digest of Laws and Regulations—Free

*Limited numbers of all reports are distributed free; additional printings are available upon request at cost.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Office of Management and Budget.

MAINE HUMAN SERVICES COUNCIL

JANICE C. MORESHEAD, CHAIRPERSON
ROBERT A. FRATES, Executive Director

Central Office: 160 Capitol Street, Augusta; *Floor:* 1 *Telephone:* 289-2288
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 162; *Citation:* 22 M.R.S.A., Sect. 5313
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Human Services Council purpose is to assist the Executive and Legislative Branches of State Government on activities related to human development, such as education, energy, income, maternal and child health, mental disabilities and social services. The Council, as an independent board, takes action in the form of proposed budgetary, policy or legislative actions. Recommendations relate to state and federal plans, policies and programs; particularly state administered funds provided under federal block grants, the U.S. Social Security Act, and other health and human service programs. The Council conducts hearings and forums, and provides information to the public-at-large, national government, and the executive and legislative branches of State Government. The Council also serves as the performance review committee monitoring the development and award of agreements for purchasing community services from providers who are funded by state and federal funds.

ORGANIZATION: The Maine Human Services Council was established in 1974. It consists of seventeen members representing the Legislature, nongovernmental organizations, citizens-at-large, private groups and local public agencies concerned with human development. Members, except those representing the Legislature, are appointed by the Governor for terms of three years. The Governor designates the chairperson from among the appointed members. The Council meets monthly, and its subcommittees/task forces meet throughout the year.

During 1982, the Legislature completed the Sunset Review of the Maine Human Services Council. The Legislature authorized continuation of the Council.

PROGRAM: During the year ending June 30, 1988, the Maine Human Services Council continued activities to improve programs of health, health/cost containment, health insurance, income supplementation, job training, mental development, social services, and community-based programs. Efforts focused on abused children, special needs children, mentally disabled people, low income people, and unemployed young mothers. Work concentrated on programs of the Department of Human Services, the Division of Community Services, and the Department of Mental Health and Mental Retardation. Priority activities of this independent board continue to be policy/budget/legislative analysis and technical assistance to the Legislature, the Governor, agencies of the Executive Branch and the public-at-large.

Goals and Objectives. The Council adopted goals and objectives at its September, 1987, annual meeting. A major twelve-month education and public information endeavor focused on human development, job training, and primary prevention of social problems. Of particular concern were multiple, interrelated problems that affect human development, jobs, and poverty; such as alcoholism, child abuse, mental disabilities, homeless people, teen pregnancy, and teen suicide. Other major efforts focused on improving management of programs through use of the Maine Social Services Report, performing budget/policy analysis; and initiating a Legislatively authorized review of endeavors directed to prevention of child abuse. Clearly the major objectives of the year involved assisting Executive and Legislative development of a creative and practical Aspire program, and advocating for primary prevention of social problems.

Appropriations Affecting Human Development, Poverty and Related Problems. The Council encouraged administrative and legislative action to enact adequate financing of programs. Priority budget items recommended to the Governor and Legislature included: Aspire, aid to families with dependent children, child care, family based care of mental disabilities, purchased social services, community mental health and retardation, and expansion of medicaid for young mothers and the elderly. Also recommendations strongly supported early intervention and primary prevention of problems, as well as adequate pay for employees of private community agencies and appropriate action to meet the shortage of caregivers. The Council monitored actions related to the Health Care Finance Commission.

Effective Public Policy and Management of Programs. As the gubernatorial transition concluded, it was a high priority for the Council to support maintaining and improving effective human development policy and program management. This effort focused on maintaining a strong exchange of reliable information on public policies and budgets. Key components were the Maine Social Services Report, legislative studies, and a December 1986 statement adopted by the Council: *Making Maine Better Through Human Development.*

Maine Social Services Report. In order to adequately describe the current human development programs available to people, and to improve those programs, the Council emphasized preparation and wide distribution of the Maine Social Services Report. It is available in November of each year to assist state executive and legislative managers, as well as citizens, community leaders, and the boards of public and private agencies.

The Maine Social Services Report was prepared as a resource to assist budget and policy development. The unique report presents comparative information covering 4 years in a single document utilizing a uniform format. The report includes budget, policy, and program information describing the activities of the Department of Human Services, the Department of Mental Health and Mental Retardation, the Division of Community Services, and other state agencies related to human development.

Legislative Studies. Particular emphasis was given to supporting the Legislature's Audit and Program Review Committee study of child welfare. In July of 1987 the Council initiated a Legislatively authorized review of endeavors directed to prevention of child abuse.

Through a Working Group on Child Abuse, the Council researched prevention of child abuse and published a report, *We Can Do It.* It was presented to the Audit and Program Review Committee, the Governor, and leaders of Executive Branch and community agencies. The report strongly recommends a positive human development strategy. The strategy is directed to positive development of socially healthy children and to primary prevention of numerous social problems, including child abuse.

Streamlining Information Processing. The Council monitored legislative and executive efforts to more effectively apply centralized and distributed computer main frames and microcomputers. A major focus was to monitor and support preparation of a human development electronic resource database. It is to be available to assist client access to services and referrals by the public, public officials, and community and private agencies.

Families and Children's Services. The Council expressed its long standing commitment to families and children by integrating these concerns with various activities. High priority family and children's issues addressed were: job and educational development, increased financial support for needy Maine families, and increased use of existing resources to demonstrate simplified administration of multiple services to high risk teen parents. The Council asserts the position that the family and the home is the primary way of helping children, adults and the elderly to meet educational, developmental, income, health and social needs.

Review of Agreements to Purchase Services. The Council monitored the development and execution of contracts for community, medical and social services between state agencies and provider agencies. The Council worked to promote improved contract administration and policy, particularly regarding childcare, daycare, and home based care of mental disabilities.

PUBLICATIONS: (All are available at no cost)

Child Abuse and Neglect Report
Maine's Hidden Poor in Substandard Housing
Statement of Concern on the Budget Process, 1978
Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid and Catastrophic Illness Programs, 1979
Comments on the Proposed Title 20 Social Services Plan, 1978 and 1979, 1980
Neighbors Helping Neighbors With Energy-Resource Packet
Food Stamp Report
Maine Social Services Report, 1984, 1985, 1986, 1987
A Sampler of Community Responses to Human Needs, 1986
Making Maine Better Through Human Development, 1986

We Can Do It, Primary Prevention, A Common Sense Approach to Child Abuse and Neglect, 1988

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN SERVICES COUNCIL	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	69,090				69,090	
Health Benefits	4,385				4,385	
Retirement	13,148				13,148	
Other Fringe Benefits	406				406	
Computer Services—State	90	90				
Other Contractual Service	33,336	26,715			6,621	
Rents	8,278	8,278				
Commodities	1,238	1,234			4	
Transfers to Other Funds	3,358				3,358	
TOTAL EXPENDITURES	133,329	36,317			97,012	

INFORMATION SERVICES POLICY BOARD

WILLI HARTUNG, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4550
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333
Established: July 1, 1986 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 357; *Citation:* 5 M.R.S.A., Sect. 1891
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Chapter 158 of the Public Laws which created the Office of Information Services also created the Information Services Policy Board to assist the Deputy Commissioner in meeting the purpose and mission of the chapter. The Board has responsibilities in the areas of establishment of standards, examination of centralization of data processing, development of the comprehensive plan, assistance in the development of and approval of rules, policies and fees, reviews of information processing operations and investigation of key issues.

ORGANIZATION: The Board consists of 14 voting members and 2 advisory members. The voting members consist of the following administrators or their major policy influencing designees: the Commissioner of Administration, the Commissioner of Finance, the Commissioner of Human Services, the Commissioner of Labor, the Commissioner of Transportation, the Commissioner of Economic and Community Development; the Deputy Secretary of State, Division of Motor Vehicles; the Executive Director of the Maine State Housing Authority; the Executive Director of the Finance Authority of Maine; one member appointed by the Governor from the office of the Governor; two members appointed by the Governor representing the remaining state agencies of State Government; and two members appointed by the Governor who are administrators or managers of data processing systems in the private sector. The advisory members are appointed by the Legislative Council and the Chief Justice of the Supreme Court. The Information Services Policy Board must meet at least 10 times annually.

PROGRAM: This year was the first full year of operation for the Policy Board. During the fiscal year, the board assisted the commissioner in the selection of the Deputy Commissioner for the Office of Information Services, prepared goals and objectives in conjunction with endorsing a long-range planning methodology, reviewed and approved a pilot plan for the Department of Public Safety, monitored the progress of the integrated financial management system study and proposal, published a policy on new departmental-based financial systems, and reviewed plannng documents from the Office of Information Services and its Telecommunications Division.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Office of Information Services

MAINE INDIAN TRIBAL-STATE COMMISSION

Central Office: 77 Water Street, Hallowell, Maine
Mail Address: P.O. Box 87, Hallowell, Maine 04347

Established: April 1980

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 409; *Citation:* 30 M.R.S.A., Sect. 6212

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The responsibilities of the Commission, as provided in the Maine Indian Claims Settlement, fall in three general areas:

1. Review the effectiveness of the Settlement and the social, economic and legal relationship between the Passamaquoddy Tribe, the Penobscot Nation and the State of Maine. The Commission monitors the Settlement and makes recommendations to the two Tribes and the State of Maine regarding its implementation.
2. Advise the Legislature in the event either Tribe proposes to add land to its Indian territory other than land designated in the Implementing Act. Similarly, the Commission advises the Legislature on the establishment of Extended Reservations, which extend Tribal judicial and law enforcement jurisdictions over additional portions of Indian territories where Tribal members reside.
3. Regulate fishing on certain bodies of water adjacent to Indian Territory, and, when appropriate, study fish and wildlife management practices on non-Indian lands for the purpose of making recommendations to the Commissioner of Inland Fisheries and Wildlife and the Legislature to protect migrating stocks.

ORGANIZATION: The Tribal-State Commission consists of 9 members, 4 appointed by the Governor of the State subject to review by the Joint Standing Committee on Judiciary and to confirmation by the Legislature, 2 each to be appointed by the Passamaquoddy Tribe and the Penobscot Nation, and a chairman to be selected by majority vote of the Commission. The chairman serves a term of four years, and the other eight members each serves a term of three years and may be reappointed.

PROGRAM: The Commission operates under the terms of the Settlement Act and through bylaws adopted in 1985. The Commission contracts for administrative services including a part-time Executive Director. It has established an annual operating budget funded jointly by the two Passamaquoddy Tribes, the Penobscot Nation and the State of Maine. During the Second Regular Session of the 113th Legislature the Commission reviewed and recommended approval of two amendments to the Settlement Act. One amendment permitted the Penobscot Nation to receive a parcel of land in T6R8, known as the Mattagomon Dam Lot, from Bangor Hydro as compensation for the flooding of Islands on the Penobscot River held by the Nation. This new parcel, once received, would become under the amendment an addition to the Penobscot Nation Reservation. A second amendment extended the criminal jurisdiction of the Penobscot Tribal Court. The Commission continues to prepare and revise maps depicting lands held in trust by the Penobscots and Passamaquoddys. The Commission sponsored a community and economic development tour and workshop that brought State and Tribal government officials together to discuss and review the development needs and opportunities of the Penobscots and Passamaquoddys. The Commission continues to monitor low and high level radioactive waste issues of concern to the Indian and State governments. The Commission served as liaison regarding tribal-state issues involving fish and wildlife management, land use regulation, acquisition of public lands and law enforcement.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE INDIAN TRIBAL-STATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,200	900	300			
Transfers to Other Funds	399		399			
Other Contractual Service	16,135	7,890	8,245			
TOTAL EXPENDITURES	17,734	8,790	8,944			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

WILLIAM J. VAIL, COMMISSIONER
NORMAN E. TRASK, Deputy Commissioner

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1880 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137; *Citation:* 12 M.R.S.A., Sect. 7011

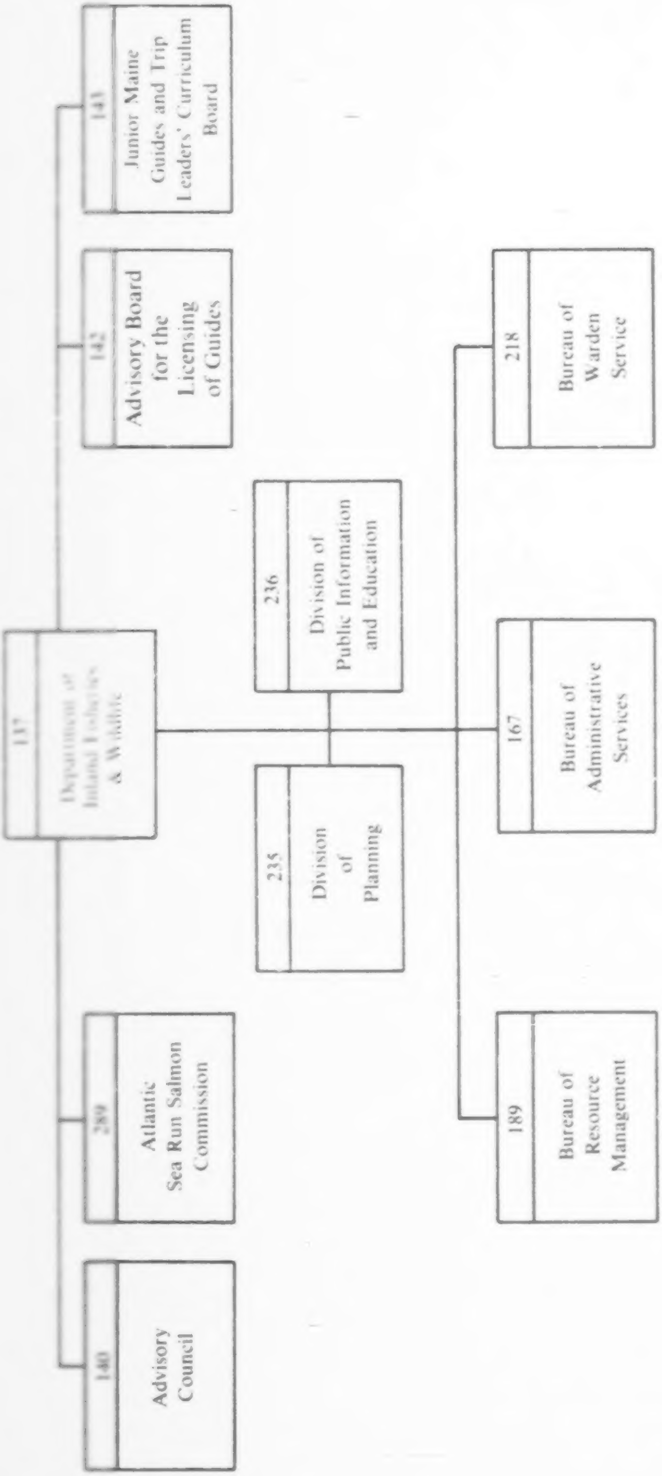
Average Count—All Positions: 286 *Legislative Count:* 308

Organizational Units:
- Bureau of Administrative Services
- Bureau of Resource Management
- Bureau of Warden Service
- Division of Information and Education
- Division of Planning
- Advisory Council (Inland Fisheries & Wildlife)
- Atlantic Sea Run Salmon Commission
- Junior Maine Guides & Trip Leaders Curriculum Board
- Advisory Board for the Licensing of Guides

PURPOSE: The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles, watercrafts, and all-terrain vehicles, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION: The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. Function Divisions were added as the Department mandates and responsibilities were expanded, e.g., first engineer in 1932; flying Warden Service in 1937; Wildlife Division in 1938; Fisheries Division in 1951; Information and Education in 1955; Program Development and Coordination in 1968; Snowmobile Registration in 1969; Realty in 1970; Watercraft Registration and Safety in 1974 which was combined with Snowmobile Registration to form the Division of Recreational Safety and Registration in 1976. Effective October 1, 1975, the Department was renamed the Department of Inland Fisheries and Wildlife. In 1984, the Department underwent its first Sunset Review by the Legislative Committee on Audit and Program Review. As a result, the Department was reorganized into the following: 1. Bureau of Administrative Services—the existing Divisions of Administration, Licensing and Regulation portion of the Division of Recreational Safety and Registration, and the Land Acquisition and Development Division were combined to form the Bureau of Administrative Services; 2. Bureau of Resource Management—the environmental coordination, administration of the Stream Alteration Act, and the computer functions of the Program Development and Coordination Division, Division of Fisheries and Hatcheries and the Division of Wildlife Management and the Visitor's Center were combined to form the Bureau of Resource Management; 3. Bureau of Warden Service—the safety functions (Hunter, Watercraft, and Snowmobile) were transferred from the Division of Recreational Safety and Registration to the Bureau of Warden Service; 4. Office of the Commissioner—the Division of Public Information (renamed Public Information and Education) and the planning function of the Division of Program Development and Coordination were transferred to the Office of the Commissioner.

ORGANIZATIONAL CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
UMB 09


137
Department of Inland Fisheries & Wildlife
140
Advisory Council
289
Atlantic Sea Run Salmon Commission
142
Advisory Board for the Licensing of Guides
143
Junior Maine Guides and Trip Leaders' Curriculum Board
235
Division of Planning
236
Division of Public Information and Education
189
Bureau of Resource Management
167
Bureau of Administrative Services
218
Bureau of Warden Service

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,472,331	121,214	5,808,849		1,542,268	
Health Benefits	494,141	4,785	423,582		65,774	
Retirement	1,943,085	23,005	1,667,522		252,558	
Other Fringe Benefits	47,619	270	38,065		9,284	
Computer Services—State	258,623	87	234,052		24,484	
Other Contractual Service	2,903,532	173,334	2,053,339		676,859	
Rents	112,400		106,271		6,129	
Commodities	541,072	3,801	474,470		62,801	
Grants—Subsidies—Pensions	196,816	78	186,049		10,689	
Purchases of Land	2,357,429		69			2,357,360
Buildings and Improvement	3,134		3,134			
Equipment	1,134,548	8,629	1,047,374		75,545	3,000
Interest—Debt Retirement	1,035		1,035			
Transfers to Other Funds	136,850		110,516		26,334	
TOTAL EXPENDITURES	17,602,615	335,203	12,154,327		2,752,725	2,360,360

PROGRAM: The Department's program consists of enforcement, applied research studies, surveys and inventories, program development (planning), artificial propagation and stocking of fish and wildlife, coordination of Department interests between state and federal agencies and the private sector, environmental coordination, the search for lost persons, the registration of watercraft, snowmobiles, all-terrain vehicles, and hunter/trapper and ATV education programs, and hunter, snowmobile, boating and ATV safety programs.

The establishment of rules and regulations is an important part of the program carried out by the Department. The Commissioner is charged with having available at all times copies of abstracts of the inland fisheries and wildlife laws and regulations for distribution to the public. The Open Water Fishing Regulations pamphlet and the Ice Fishing Regulations pamphlet as printed and distributed to the public are declared to be official consolidations of fishing rules. These regulation summaries are to be printed on a biennial basis.

Seven regulations summaries(Hunting/Trapping, Migratory Bird, Atlantic Sea Run Salmon, All-terrain Vehicle, boat law, Hunting summary in French and Open Water summary in French, were updated, printed and distributed (Total of 1,045,000 copies).

Two hundred and two rule changes were processed and 1 whitewater, 6 hunting, 6 watercraft and 18 fishing regulation hearings were held in compliance with the Administrative Procedure Act.

A complete reporting of these programs will be included in the reports for the various Bureaus and Divisions.

- License:
  - Fishing & Hunting—Complimentary—Holders Medal of Honor
  - Junior Guide
  - Importation of Wild Birds and Animals
  - Stocking of State Waters
- Permit:
  - Stream Alteration
  - Breeders of Menagerie (Moose, Caribou & Bear)
  - To transport Live Animals for Breeding and Advertise
- Fisheries Division
  - Permit:
    - Eel, Alewife, & Sucker (over 20 lbs.)
    - Bass Tournament
    - Scientific Fish Collection
    - Private Pond Stocking
- Warden Service
  - License:
    - Hunting License, Commercial Shooting Area
    - Use of Dog Training (All Categories)
    - Field Trial License (Retrievers & Sporting Dogs)
      - Eel. (not exceeding 20 lbs. to licensed trapper for trap bait)
    - Fishing License for Children's Camps
    - Snowmobile Races
  - Permit:
    - Coon Dog Training
    - Dog Training Area, Club
    - Dog Training (With Raccoons)
    - Deer Transportation
    - Live Bait Taking in Closed Waters
    - Transportation Tags (Fish)
- Hatchery Division
  - License:
    - To Cultivate or Harvest Fish and Private Ponds
  - Permit:
    - To Import Live Fresh Water Fish or Eggs

- Wildlife Division
  - License:
    - Falconry
  - Permit:
    - Bird Banding Permit
    - Camping in Game Management Areas
    - Permission to Use Poison
    - Scientific Collectors Permit
    - Swan Island Camping Permit
    - Wildlife Control
- License Clerk in Town or City
  - License:
    - Archery—Resident
    - Combination Hunting & Fishing—Resident
    - Fishing—Resident
    - Hunting—Resident
    - Combination Serviceman's Resident License
  - Stamp:
    - Atlantic Salmon—Resident
    - Pheasant
- License Agent
  - License:
    - Archery—Non-Resident
    - Small Game Hunting—Non-resident
    - Big Game Hunting—Non-resident
    - Fishing (season, 15, 7, or 3 day)—Non-resident
  - Stamp:
    - Atlantic Salmon—Non-resident
    - Pheasant
- Augusta Office License Clerk
  - License:
    - Commercial Shooting Area
    - Deer Skin Dealer
    - Fishing (for blind)
    - Fishing and Hunting for Resident over 70
    - Fur Buyers
    - Game Bird Breeders
    - Game and Fur Farm
    - Guide
    - Indian Hunting, Fishing, Trapping and Archery
    - Live Bait Dealer
    - Roadside Menagerie
    - License to Sell Inland Fish
    - License to Sell Live Smelts
    - Taxidermist
    - Trapping
    - Fishing & Hunting Complimentary—Disabled
    - Fishing & Hunting—Paraplegics, Reciprocity Other States
    - Hunting—Non-resident
    - Fishing—Non-resident
    - Snowmobile Registration
  - Permit:
    - Camp Trip Leader
    - Fishing for Patients of Nursing Homes
  - Miscellaneous:
    - Game Bird Seal
    - Pheasant Wing Bands
    - Pheasant Importation Wing Bands
    - Atlantic Salmon Stamp—Non-resident
    - Pheasant Stamp

PUBLICATIONS:

- Laws—Hunting, Fishing, Ice Fishing, Trapping (free)
- Maine Fish and Wildlife Magazine—published quarterly—$1.50 per copy
- Lake Surveys $.50 per copy.
- Publications Catalogue (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	429,199		359,837		69,362	
Health Benefits	23,328		20,385		2,943	
Retirement	94,272		82,922		11,350	
Other Fringe Benefits	1,474		1,054		420	
Computer Services—State	649		649			
Other Contractual Service	382,573	10,831	359,099		12,643	
Rents	1,364		1,364			
Commodities	22,847		22,518		329	
Grants—Subsidies—Pensions	4,388		4,388			
Purchases of Land	2,357,360					2,357,360
Equipment	39,567		36,567			3,000
Interest—Debt Retirement	13		13			
Transfers to Other Funds	12,239		10,860		1,379	
TOTAL EXPENDITURES	3,369,273	10,831	899,656		98,426	2,360,360

BUREAU OF ADMINISTRATIVE SERVICES

PETER BRAZIER, DIRECTOR

Central Office: 284 State St., Augusta *Telephone:* 289-5225
Mail Address: 284 State Street, Augusta, Maine 04333

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 167; *Citation:* 12 M.R.S.A., Sect. 7012

Average Count—All Positions: 41 *Legislative Count:* 41

PURPOSE: The purpose of the Bureau is to assist the Commissioner and Division Heads with long range financial planning, preparation and management of annual and biennial budgets, and provide centralized service in areas common to all divisions. The responsibilities of the Bureau include, but are not limited to: 1) financial accounting, 2) personnel management, 3) licensing and registrations, 4) engineering, 5) land acquisition, and 6) equipment inventory.

ORGANIZATION: In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau is structured in the following manner: Administrative Services Section—headed by a Chief Accountant; Engineering and Land Acquisition—headed by a Supervisor; Land Acquisition and Development Licensing Section—headed by a Director, Division of Licensing; Personnel—headed by a Personnel Officer; Central Purchasing and Supply—headed by a Storekeeper II.

PROGRAM: The Bureau carried on its obligation to coordinate the accounts of all Department revenues and expenditures providing the Commissioner, Deputy Commissioner, various Legislative Committees, and others with facts, figures, and reports as needed.

The Personnel Section coordinated all staff personnel activities of the Department including processing all personnel actions, advising employees on personnel rules and regulations and providing other personnel information and statistics as required.

The Licensing Section provided the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Section also registered all watercraft, snowmobiles and all terrain vehicles. The operation of these machines are regulated in cooperation with all law enforcement agencies and information is provided as required.

The Engineering and Land Acquisition Section coordinated the design, maintenance and repair of all Department owned facilities either by utilization of Department staff or outside contractors. This Section also coordinates any new acquisition of land for the purpose of protection, preservation and enhancement of our inland fisheries and wildlife resources.

The Central Purchasing and Supply Section coordinated the purchase of capital equipment and supplies and dispersed these items on a Department-wide basis. Adequate inventories of vehicle, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

LICENSES, PERMITS, ETC.

Licenses:
- Archery—resident, nonresident, alien
- Combination hunting and fishing—resident, nonresident, alien
- Fishing—resident, nonresident, alien
- Hunting—resident, nonresident, alien
- Combination Serviceman resident license
- Combination fishing & archery—resident
- Commercial fishing & archery—resident
- Commercial shooting area license
- Fishing (for the blind)
- Fishing & Hunting for resident over 70
- Hide Dealers—resident & nonresident
- Game Bird Breeders
- Guide—resident, nonresident, alien
- Indian hunting, fishing, trapping, archery
- Live bait dealers
- Wildlife exhibitors
- License to sell inland fish
- License to sell live smelts
- Taxidermist
- Trapping
- Fishing & hunting disabled war vets—resident
- Fishing & hunting paraplegic—reciprocity with other states
- Fishing for childrens camps
- Commercial Whitewater Outfitters
- Motorboat Operator License
  (To carry passengers for hire in inland waters)

Permits:
- Camp trip leaders
- Fishing for patients at certain institutions
- Watercraft Races & Regattas on Inland Waters

Miscellaneous
- Game Bird Seal
- Pheasant wing bands
- Pheasant importation wing bands
- Pheasant Stamp—resident & nonresident
- Motorboat Registrations
- Snowmobile Registrations
- All-Terrain Vehicle Registrations

PUBLICATIONS:

Watercraft Laws (free)
Sportsman and Small Boats (free)
Snowmobile Laws (free)
About Boating Safety (free)
Numerous Boating Safety Pamphlets—(U.S. Coast Guard-free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	723,829		670,146		53,683	
Health Benefits	55,232		52,954		2,278	
Retirement	136,849		128,065		8,784	
Other Fringe Benefits	4,894		4,569		325	
Computer Services—State	218,006		218,006			
Other Contractual Service	631,899		582,092		49,807	
Rents	91,535		91,535			
Commodities	101,556		101,556			
Grants—Subsidies—Pensions	44,714		44,714			
Purchases of Land	69		69			
Buildings and Improvements	10		10			
Equipment	48,722		48,722			
Interest—Debt Retirement	127		127			
Transfers to Other Funds	53,806		53,806			
TOTAL EXPENDITURES	2,111,248		1,996,371		114,877	

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

F. PAUL FRINSKO, CHAIRMAN
ASA HOLMES, Vice Chairman

Central Office: 284 State Street, Augusta; *Floor:* 2 *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1945

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 140; *Citation:* 12 M.R.S.A., Sect. 7033

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the Commissioner of Inland Fisheries and Wildlife on changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

ORGANIZATION: The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of one member representing each of the management units the commissioner establishes to administer chapters 701 to 721. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term. The members of the Advisory Council receive $25 per day for their services and actual expenses for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

PROGRAM: The Advisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters five times during FY 88.

FINANCES, FISCAL YEAR 1988: 12 MRSA, Sect. 7033 provides that expenditures of this unit, which amounted to $4,167 in FY 88, shall be borne by the Department of Inland Fisheries and Wildlife.

ATLANTIC SEA RUN SALMON COMMISSION

WILLIAM J. VAIL, CHAIRMAN

Central Office: Hedin Hall, B.M.H.I., Bangor *Telephone:* (207) 941-4449
Mail Address: P.O. Box 1298, Bangor, Me. 04401

Established: 1947

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 289; *Citation:* 12 M.R.S.A., Sect. 6251-A

Average Count—All Positions: 8 *Legislative Count:* 8

Organizational Units:
Technical Advisory Committee
Advisory Council

PURPOSE: The Atlantic Sea Run Salmon Commission was established to manage and conserve Atlantic salmon, *(Salmo salar)*, in all waters of the State of Maine and to restore the Atlantic salmon to the rivers of the State. The Commission has authority to adopt regulations regarding the taking of Atlantic sea run salmon, but its authority is limited to regulation of the time, method, number, weight, and length of salmon and the locations from which they may be taken. The Commission also may investigate, or cause to be investigated, conditions affecting the salmon in any waters of the State, and may on its own initiative make or amend such regulations as it deems necessary to conserve Atlantic salmon or promote their propagation.

ORGANIZATION: The Commission is composed of five members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Wildlife, ex officio, and three public members appointed by the Governor, for a term of four years. The Commissioner of Inland Fisheries and Wildlife is permanent Chairman of the Salmon Commission, with sole authority over administration and financial matters.

The rules and regulations of the Commission governing the taking of Atlantic salmon within the jurisdiction of the State of Maine are enforced by the Warden Service of the Department of Inland Fisheries and Wildlife in inland waters, and by the Marine Patrol of the Department of Marine Resources in tidal waters.

The Commission established an Advisory Council in 1983. The purpose of the Council is to act as liaison between the Commission and Atlantic salmon anglers throughout the state. Meeting periodically, the 12-member Council acts in an advisory capacity in considering Atlantic salmon management and fishing regulations.

INLAND FISHERIES AND WILDLIFE

In October, 1985, a bilateral Cooperative Agreement was entered into by the Atlantic Salmon Commission and the U.S. Fish and Wildlife Service.The duties and responsibilities of the two signatories were delineated and a Technical Advisory Committee was established. The Technical Advisory Committee is composed of 4 members assigned by the State of Maine and 4 members assigned by the U.S. Fish and Wildlife Service, and a non-voting member assigned by the Penobscot Indian Nation.The purpose of the committee is to advise the cooperators on technical matters relative to the Atlantic salmon restoration program in Maine, to review and comment on proposals for cooperative research,and to provide assistance in developing and updating a salmon restoration plan.

PROGRAM: During FY 1988 the Atlantic Sea Run Salmon Commission assisted regional, national and international agencies (public and private) in cooperative endeavors to restore and enhance Atlantic salmon in Maine and other areas of New England. Highlights of the year's activities are as follows:

Sport Fisheries. The 1987 angling catch was much less than that of 1985. At the season's end recorded catches were as follows: Penobscot — 266, Narraguagus — 40, East Machias — 24, Machias — 8, Sheepscot — 18, Saco — 13, St. Croix — 14, Others — 10. In the Penobscot River more than 50% of the sport catch was released in 1986. Early returns to the 1988 fishery indicate that catches in most areas will be almost equal to those of 1987, or about 50% less than "normal".

Fishway Monitoring Traps operated by the staff of the Salmon Commission and colleagues from other agencies provide a count of ascending salmon on the Androscoggin, Penobscot, Union, Pleasant and St. Croix Rivers. Trapping facilities at Veazie on the Penobscot River and Ellsworth on the Union River are also utilized to obtain brood stock for continuation of the 2 federal hatcheries in Maine. On the Penobscot River, 2,339 salmon were counted through the Veazie fish trap. Twenty-eight salmon were provided for radio tracking studies in the upper Penobscot River. Trap- counts on other Maine rivers were as follows: Union — 38, Androscoggin — 26, St. Croix — 372, Pleasant — 18 (partial count).

Fish Culture Operations. During the 1987 field season, 510 adult Atlantic salmon were collected from the Penobscot and Union Rivers for brood stock purposes. All fish were held until spawning at Craig Brook National Fish Hatchery. In November, U.S. Fish & Wildlife Service personnel obtained 2.3 million eggs from these fish.

During the spring of 1988, approximately 718,000 smolts were released in the rivers of Maine. An additional 700,000 fry and 150,000 parr were released throughout the state, from the Upper St. John River in northern Maine to the Saco River in southern Maine. All hatchery-reared salmon stocked in Maine waters are produced at the 2 federal hatcheries.

Miscellaneous The Commission is cooperating with the Canadian Department of Fisheries and Oceans in an effort to institute a salmon restoration program on the Aroostook River. As part of that effort, the Department of Fisheries provided 77 adult salmon from the St. John River in 1987. These fish were transported to the Aroostook River by Commission personnel. Additionally, 41,000 juvenile salmon of St. John River origin were stocked in the spring of 1987.

Commission staff participated in the tagging of 200,000 salmon smolts as part of a continuing study evaluating the timing and magnitude of the interception of Maine Atlantic salmon in distant commercial fisheries in Canada and Greenland. Additionally, Commission personnel sampled commercial Atlantic salmon catches in Labrador and West Greenland in the fall of 1987 and participated in the annual International Council for Exploration of the Sea (I.C.E.S.) working group meeting in Copenhagen, to discuss and evaluate the interception of USA salmon in distant commercial fisheries.

The Commission and its staff annually participates in numerous regional committees and planning efforts such as the St. Croix River Steering Committee, Upper Saint John River SALEN Committee, North Atlantic Salmon Conservation Organization(N.A.S.C.O) and its Research Committee, New England Atlantic Salmon Committee (N.E.A.S.C.), New England Fish Health Committee and the Saco River Fisheries Management Coordination Committee.

LICENSES, PERMITS, ETC.

Resident and non-resident licenses authorized under MRSA, Title 12, Chapter 680, subsection 6255. A license is required to fish for, take, possess, ship or transport Atlantic salmon from all inland and designated tidal waters of 12 Maine rivers.

Atlantic Salmon License—resident and non-resident.

PUBLICATIONS:

1. Maine Atlantic Sea Run Salmon Commission, Regulations, 1987, (no cost).
2. Management of Atlantic Salmon in the State of Maine: A Strategic Plan (no cost).
3. Atlantic Salmon River Management Plans ($2.00 each; $12.00 for a complete set of 9).
   - —Aroostook River (includes Upper St. John River, Meduxnekeag River and Prestile Stream)
   - —St. Croix River
   - —Dennys River
   - —Machias and East Machias Rivers
   - —Narraguagus and Pleasant Rivers
   - —Union River (and minor coastal drainages east of the Penobscot River
   - —Penobscot River
   - —Sheepscot River
   - —Saco River

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC SEA RUN SALMON COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
—Salaries and Wages	200,475	121,214	11,309		67,952	
Health Benefits	8,637	4,785	501		3,351	
Retirement	35,981	23,005	2,324		10,652	
Other Fringe Benefits	797	270	115		412	
Computer Services—State	174	87			87	
Other Contractual Service	100,254	62,019	13,346		24,889	
Commodities	9,305	3,801	2,439		3,065	
Grants—Subsidies—Pensions	588	78	510			
Equipment	21,417	8,629	8,934		3,854	
Transfers to Other Funds	4,792		772		4,020	
TOTAL EXPENDITURES	382,420	223,888	40,250		118,282	

JUNIOR MAINE GUIDES AND TRIP LEADERS' CURRICULUM BOARD

WILLIAM J. VAIL, COMMISSIONER

Central Office: 284 State Street, Augusta; *Floor:* 1 *Telephone:* 289-2571
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 143; *Citation:* 12 M.R.S.A., Sect. 7302-7303

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews Camp Trip Leaders' safety course curriculum, and certifies candidates for Camp Trip Leaders Permits.

ORGANIZATION: PL 151 repealed the Junior Guide Examining Board in April, 1979 and created the Junior Maine Guide and Trip Leader's Curriculum Board. The Commissioner of Inland Fisheries and Wildlife appoints a board of 5 members: one member of which is a Maine camp Director, another a representative of the Fish and Wildlife Department, another a representative of the Department of Human Services, and the others, members of the general public. The Board serves without compensation for 3 years or until successors are appointed.

PROGRAM: Pursuant to 12 MRSA, sections 7302-7303 the testing programs were formulated: one for those who wish to lead youngsters afield for trips of more than 2 days and a night and one for those wishing to become Trip Leader Program Instructors. A curriculum was formulated, but candidates may use others if they are equal or more comprehensive. A curriculum was also adopted for testing for Junior Maine Guides Certification.

The Trip Leader Curriculum Board reviewed and revised the examination for permit and Instructor applicants in order to make it easier for the Instructors to use and to update material within.

The number of permits issued has remained consistent with the prior year, with 596 permits issued by 45 certified instructors. In addition, the Board continues to provide up-to-date service for the 250 summer camps in Maine. At least 2 meetings per year are held with the Board and Maine Campground Owners Association.

LICENSES, PERMITS, ETC.

Maine Camp Trip Leader Permit
Maine Camp Trip Leader Instructor
Instructor Certification for Camp Trip Leader Safety Course Curriculum
Junior Maine Guide Certificate

PUBLICATIONS:

Administrative Rules and Regulations adopted Curriculum (outline)
Resources List (study materials)
Copies of 12 MRSA §7302-7303
Associated forms and application blanks
Wallet ID card for Instructors
Course summary sheet
Trip Itinerary Cards
Information packet—free

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $5,300 in FY 88 and are, by administrative decision, included with those of the Department of Inland Fisheries and Wildlife.

ADVISORY BOARD FOR THE LICENSING OF GUIDES

WILLIAM J. VAIL, COMMISSIONER OF INLAND FISHERIES AND WILDLIFE

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State St., Augusta, Maine 04333

Established: 1975

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 142; *Citation:* 12 M.R.S.A., Sect. 7301

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Advisory Board for the Licensing of Guides was established:

A. To provide advice and consent regarding rules proposed by the Commissioner;

B. At the request of the commissioner, to conduct oral examinations of applicants for guide licenses; and

C. To advise the commissioner on granting and revoking guide licenses.

ORGANIZATION: The Advisory Board for the Licensing of Guides, established by Title 5, section 12004, subsection 10, shall consist of the following 7 members:

A. One subordinate officer of the department designated by the commissioner;

B. Two wardens of the department; and

C. Four representatives of the public, with no more than 3 holding license under this subchapter, to be appointed by the Governor for a term of 3 years to reflect a wide diversity of guiding experience. At least 2 members shall be chosen for their expertise in outdoor recreation. The public members shall be compensated as provided in Title 5, Chapter 379.

PROGRAM:

The Advisory Board for the Licensing of Guides met 16 times in FY 88. The Board passed 143 applicants and denied 38. The categories of licenses granted are as follows:

General	9
Hunting	34
Fishing	16
Recreational	29
Hunt/Fish	14
Hunt/Recreational	2
Fish/Recreational	1

LICENSES, PERMITS, ETC.

Resident Guide License
Nonresident Guide License
Alien Guide License
General Guides License
Hunting Guides License
Fishing Guides License
Recreational Guides License
Whitewater Guides License

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $1,669 in FY 88 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PLANNING

KENNETH H. ANDERSON, DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-3286
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 235; *Citation:* 12 M.R.S.A., Sect. 7015

PURPOSE: The Planning Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program.

ORGANIZATION: The Division was established by administrative directive in 1968, and consisted of a data processing section, a grants coordination section, environmental coordination section and a program development and coordination section.

In 1984, the 111th Legislature reorganized the Department. The Program Development and Coordination Division was renamed the Division of Planning and placed in a staff position in the organization to emphasize its department wide planning function.

The computer and the environmental coordination responsibilities were reassigned to the Bureau of Resource Management.

PROGRAM: Work continued on the development and enhancement of procedures for refining species assessments and monitoring on-going program accomplishments in cooperation with the Wildlife and Fisheries Division. Liaison was maintained with a variety of state and federal agencies, and specific matters were coordinated as required. These agencies included the U.S. Fish and Wildlife Service, U.S. Forest Service, Bureau of Public Lands, Land Use Regulation Commission, Critical Areas Program, Historical Preservation Commission, State Planning Office, Department of Agriculture, Department of Environmental Protection and the University of Maine, College of Forest Resources, and the Department of Agriculture and Resource Economics. Division personnel also served as the Department's representative to the Land and Water Resources Council, Soil and Water Conservation Commission, Coastal Zone Management Committee, Forests For the Future, and North Maine Woods. Numerous other assignments were carried out by Division personnel. These included organizing and facilitating a citizen's working group to develop recommendations for the expenditure of the recently approved 5 million dollar land acquisition bond issue; moose hunting lottery; any deer permit system, and lake classification study. Considerable time and effort was also devoted to assisting the Land for Maine's Future Board in developing procedures to guide the expenditures of the 35 million dollar bond issue.

Planning personnel were also involved in the review of the Growth Management Study for Southern Maine, development of a habitat evaluation system, species management systems and coordination and execution of a wildlife value study in conjunction with the Department of Marine Resources and the Agricultural and Resource Economics Department at the University of Maine at Orono.

Personnel coordinated the development of goals and objectives for nongame and rare and endangered species utilizing the public participation process. Work also continued on fish and wildlife operational program planning; formulation of fish, wildlife, and law enforcement program monitoring and control systems; development of a Hunter Safety, Trapper Education, Boating Education and ATV Education Strategic and Operational Plans; and formulation of regulatory proposals.

FINANCES, FISCAL YEAR 1988:

The expenditures of this unit amounted to $188,203 in FY 88 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PUBLIC INFORMATION AND EDUCATION

W. THOMAS SHOENER, DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-2871
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: 1952

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 236; *Citation:* 12 M.R.S.A., Sect. 7016

PURPOSE: The major function of the Public Information and Education Division is to create and maintain public understanding and support for departmental objectives and programs.

ORGANIZATION: The Division was created in 1952, as the Information and Education Division, under authorization granted by the 96th Maine Legislature in 1951. It was reorganized into the Public Information Division, effective July 1, 1980; it was again reorganized, as the Division of Public Information and Education under the Office of the Commissioner, effective April 24, 1984.

PROGRAM: The major programs of the Public Information Division involve the production of *Maine Fish and Wildlife* magazine, providing public services, news media relations, and coordinating exhibits and displays for the department. It is also involved with the production of other publications and providing photographic and other services to other divisions in the department.

Emphasis in the news program continued to be in the television medium, using the division's videotaping capability to gain public exposure for the department's activities. Tapes of a variety of field projects were provided to the commercial stations to complement news broadcasts, and several new public service announcements were produced and distributed. Periodic news releases were written and mailed, and personal contact maintained with state and national news media personnel.

Staffed with volunteers from throughout the department, the division's portable display appeared at twelve shows in-state and four out-of-state during the year.

The division also coordinated an art contest to determine the design of the 1988 Maine Migratory Waterfowl Stamp.

A considerable amount of work of the division continues to be responding to the thousands of public information requests that are directed to the department's Augusta office each year. To the extent possible, the division also provides editorial, graphic and photographic support to other divisions of the department.

PUBLICATIONS:

Maine Fish and Wildlife magazine (quarterly)—$7.00 per year
The Maine Way cookbook of fish and game recipes—$4.95
Reprints on a variety of wildlife and fish subjects—35¢ each
Publications Catalog listing above reprints—free

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $449,411 in FY 88 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

BUREAU OF RESOURCE MANAGEMENT

FREDERICK B. HURLEY, JR., DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-3651
Mail Address: 284 State Street, Augusta, Maine 04333
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 189; *Citation:* 12 M.R.S.A., Sect. 7013
Average Count—All Positions: 107 *Legislative Count:* 107

PURPOSE: The Bureau of Resource Management is responsible for the management of the State's inland fisheries and wildlife resources and the development of rules governing the effective management of these resources.

INLAND FISHERIES AND WILDLIFE

ORGANIZATION: The Bureau of Resource Management was established by the 111th Legislature as a result of recommendations made by the Legislative Program Audit and Review Committee. The Bureau presently consists of the following:

Division of Wildlife Management
Division of Fisheries and Hatcheries
Computer Services Section
Environmental Coordination Section
Animal Damage Control

PROGRAM:

Division of Wildlife Management

Wildlife Management. The abundance and use of the major wildlife species are monitored utilizing the latest tools, techniques, and information available. Periodic assessments are made to identify supply and demand imbalances, associated problems and management needs. In 1987 wildlife management systems were developed to accomplish the long-term goals and objectives of species management plans. Important accomplishments during the year include: the implementation of special moose and wild turkey hunting seasons; effecting adjustments to the taking of antlerless deer needed to rebuild deer populations across the state; continuing restrictions over the taking of black ducks needed to increase popuiation levels; and restriction in bob cat season length to increase Maine population levels.

The Nongame Program completed its third year of operation. Emphasis focused on the reintroduction of peregrine falcons to the state; monitoring and enhancement of bald eagle populations; inventories of important marine wildlife habitat, and the development of marine wildlife habitat conservation recommendations.

The Animal Damage Control Program focused on a variety of wildlife damage control work. Assistance was provided to orchards, apiaries, and sheep growers regarding the control of problems caused by species such as deer, moose, bear, and coyotes. Supplemental assistance, through paid and volunteer control agents, was used for coyotes and other wildlife in specific problem areas.

Habitat Management. Habitat improvement work is actively carried out in the Department's Wildlife Management Area. These include approximately 50,000 acres of upland and wetland habitat strategically located throughout the State, as well as 200 coastal seabird nesting islands. In addition, detailed recommendations have been formulated for the preservation of critical habitats such as eagle nest sites, and development of recommendations to protect significant wildlife habitats.

Wildlife appraisals and recommendations are made for proposed developments controlled by numerous Maine and federal environmental laws and forwarded to the appropriate administering agencies. Technical assistance is also provided to other state and federal agencies on a variety of matters affecting wildlife. These included the zoning of important wildlife habitats such as the approximate 201,000 acres of deer wintering areas by the Land Use Regulation Commission; the development of management plans and associated cutting prescriptions for over 450,000 acres of land under the control of the Bureau of Public Lands; the development of river protection plans by the Land Use Regulation Commission and the Bureau of Parks and Recreation; the development of wildlife assessments and mitigation plans for proposed federal or federally permitted water resource developments by the U.S. Fish and Wildlife Service, and many others too numerous to mention.

Wildlife Research. Wildlife research involving fisher, bald eagles and deer has continued in cooperation with the University of Maine, College of Forest Resources and the Maine Cooperative Wildlife Research Unit to obtain specific types of information needed to better evaluate the needs and status of these species. For the most part, this work has focused on habitat utilization, population densities, impact of timber harvesting practices, and related matters.

Wildlife Rules and Regulations. Numerous statutory and regulatory changes have been made in support of wildlife management objectives. These include the establishment of a moose hunting season; expansion of the Commissioner's regulatory authority over deer; and modification to the waterfowl hunting season, and furbearer trapping and hunting seasons..

Division of Fisheries and Hatcheries

Fisheries Management. Field studies designed to monitor the status of the major game species are routinely carried out. These include habitat and fisheries inventories of lakes, ponds, rivers and streams which are routinely undertaken to obtain basic information regarding the abundance and condition of fish populations in specific waters. Creel surveys and aerial angler counts provide important information on fishing pressure and quality. Comprehensive species management plans are formulated every five years and guide the overall statewide fisheries management programs. Work has continued on the development of river management plans for certain rivers designated in the state's River Protection Law and other important river reaches.

Propagation of Fish. The fish needed to support statewide fisheries management programs are produced and reared in the Department's fish hatcheries and rearing stations. Approximately one and one quarter million fish are stocked annually. The following is a summary of the fish stocked from January 1, 1987 to December 31, 1987:

	Number	Pounds
L.L. Salmon	252,179	44,733
Brook Trout	438,013	61,658
Lake Trout	1,104,952	110,954
Brown Trout	37,568	5,422
Splake	10,700	1,447

Habitat Management. In conjunction with the Department's review agency responsibilities, division biologists assessed environmental impacts of several hundred project applications submitted to state agencies and this Department. They included Great Ponds applications, Stream Alteration applications, Site Location applications, LURC applications, Highway Project and hydroelectric projects. Recommendations pertaining to the impact of the State's fisheries resources on each project were forwarded to the processing agencies.

Fisheries Research. Research work focuses on the development of biological principles and management techniques needed to support fisheries management programs. Statewide trawling, Habitat Evaluation Procedures, Instream Flow Methodology Studies associated with hydroelectric projects, baitfish (extension work), a special blueback trout study and brook trout strain evaluation have been the focus of our two research people.

Fisheries Rules and Regulations. A large number of more restrictive fishing regulations were implemented for the 1988-1989 fishing seasons. Many of these changes were requested by the public.

Computer Services Section. The majority of work involved data entry, file maintenance and report generation of biological enforcement and administrative data. Technical assistance and data analysis services were provided to other divisions, as was information required by the regulatory process. Data processing activities were coordinated with the Bureau of Data Processing and other state agencies.

Environmental Services Section. Biological assessments and technical recommendations were provided to various state and federal regulatory agencies. Permit reviews include hydropower development, Site Location, Great Ponds, Stream Alteration, Coastal Wetlands, Mining, Land Use Regulation Commission laws, and Department of Transportation projects.

Active liaison was maintained with state Departments of Environmental Protection; Conservation (LURC, Bureau of Public Lands, Parks and Recreation, Forest Service, Geology); Marine Resources; Human Services (Health Engineering); Executive (State Planning, Office of Energy Resources); Agriculture; Defense (Civil Emergency Preparedness); Transportation; and Attorney General. Federal agency liaison through the Fish and Wildlife Coordination Act was provided directly and in cooperation with the U.S. Fish and Wildlife Service for project reviews and recommendations under U.S. Army Corps of Engineers and Federal Energy Regulation Commission permit activities.

Intra-departmental education and coordination was continued within Fisheries and Wildlife Divisions and Enforcement Bureau activities relating to environmental concerns. Considerable public informational services regarding environmental laws was also provided.

Policy development and review recommendations for hydropower, peat mining, and fisheries and wildlife management planning in the context of environmental regulations, continues to be an active function.

LICENSES, PERMITS, ETC.:

Scientific collectors permits for fish
Alewife, sucker & yellow perch permits
Bass tournament permits

Permit to stock waters in Maine
Smelt bait dealers license
License to sell commercially grown or imported fish
Permit to import live fresh water fish or eggs
License to cultivate or harvest fish in private ponds
Maine Falconry Permit
Maine Scientific Collection Permit
Maine Bird Banding Permit
Stumpage (Wood Harvesting) Permit
Swan Island Campground Permit
Fishing Derby Permit

PUBLICATIONS:

Research and Management Report
Fish Stocking Report—$1.00
Fishes of Maine—$5.00
Moosehead Lake Fishery Management—$3.00
Maine Lakes—A Sportsman's Inventory Index of Lake Survey Maps of about 1,500 Maine lakes and ponds showing water depths, fish present and management suggestions
Individual lake reports—$.50
The Landlocked Salmon in Maine—$3.00

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF RESOURCE MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,628,185		1,464,220		1,163,965	
Health Benefits	174,787		125,116		49,671	
Retirement	477,238		286,579		190,659	
Other Fringe Benefits	12,664		5,520		7,144	
Computer Services—State	39,535		15,138		24,397	
Other Contractual Service	968,254		498,764		469,490	
Rents	11,613		5,544		6,069	
Commodities	244,996		193,014		51,982	
Grants—Subsidies—Pensions	68,999		58,310		10,689	
Buildings and Improvements	3,124		3,124			
Equipment	392,221		320,530		71,691	
Interest—Debt Retirement	873		873			
Transfers to Other Funds	37,531		19,083		18,448	
TOTAL EXPENDITURES	5,060,020		2,995,815		2,064,205	

BUREAU OF WARDEN SERVICE

LARRY CUMMINGS, CHIEF WARDEN SERVICE (COLONEL)
HERBERT VERNON, Deputy Chief Warden Service (Major)

Central Office: 284 State Street, Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 218; *Citation:* 12 M.R.S.A., Sect. 7014
Average Count—All Positions: 135 *Legislative Count:* 133

PURPOSE: The primary function of the Maine Warden Service is to enforce Title 12, Chapters 701-721, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws, recreational vehicle laws, searches for lost persons in the fields and forests of the State of Maine, searches for drowned persons, and have the same duties and powers as sheriffs throughout the several counties of the state as these sheriffs do in their respective counties.

ORGANIZATION: The Maine Warden Service dates back to 1830 when the first Warden was appointed by the Governor to enforce the moose and deer laws enacted that year. In 1880 the Maine Warden Service was officially created by the Legislature, and in 1937 the Warden Flying Service was formed. The Maine Warden Service was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau currently consists of one (1) Game Warden Colonel, one (1) Game Warden Major, six (6) Game Warden Lieutenants, seventeen (17) Game Warden Sergeants, nine (9) Game Warden Specialists, eighty-five (85) Game Wardens, three (3) Game Warden Pilots, and thirty-eight(38) part-time Assistant Game Wardens.

PROGRAM:

The Maine Warden Service responded to 7,324 complaints on all matters of conservation law enforcement, prosecuting 5,363 persons and warning 2,511. To accomplish this, the Warden Service drove 2,616,079 miles.

Search and Rescue. During 1987 Warden Service searched for 146 lost persons, as well as 11 drowning victims, with a total cost of $69,013.99 including training.

Safety. During the calendar year 1987, 1,452 volunteer hunter safety instructors certified 5,882 students in 357 hunter safety courses across the State. During the same time, there were 180 snowmobile students certified. 250 ATV instructors taught 192 courses for 2,612 students. Regional Safety Coordinators visited summer camps and schools; every hunter safety course carried boating safety, and 60 boating safety instructors taught 126 students.

Data Collection. During 1987 Maine Warden Service was responsible for compiling the following data for management purposes:

Oversaw the administration of fur tagging stations; which tagged 53,913 instate raw furs for trappers and hunters, and 11,948 imported raw furs for fur buyers.

Oversaw the administration of big game registration stations, which tagged 23,729 deer, 2,392 bears, and 891 moose.

In addition, Warden Service did angler counts and creel census for the Department's fisheries division on various Maine bodies of water.

LICENSES, PERMITS, ETC.

	Fee (If Any)
Special dog training area license	$17.00
License to hold field trials for sporting dogs	19.00*
Snowmobile race permit	
Import permit (fish and wildlife)	
Eel permit for licensed trappers (20 lbs. of eels)	
Permit to stock rabbit	
Sale of wildlife permit	

*Plus a department representative fee of $17.00 per day, required at field trials.

PUBLICATIONS:

Fishery Law Summary—Free
Hunting Law Summary—Free
Complete Copy of All Applicable Statutes and Rules—$5.00

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

INLAND FISHERIES AND WILDLIFE

BUREAU OF WARDEN SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,490,643		3,303,337		187,306	
Health Benefits	232,157		224,626		7,531	
Retirement	1,198,745		1,167,632		31,113	
Other Fringe Benefits	27,790		26,807		983	
Computer Services—State	259		259			
Other Contractual Service	820,552	100,484	600,038		120,030	
Rents	7,888		7,828		60	
Commodities	162,368		154,943		7,425	
Grants—Subsidies—Pensions	78,127		78,127			
Equipment	632,621		632,621			
Interest—Debt Retirement	22		22			
Transfers To Other Funds	28,482		25,995		2,487	
TOTAL EXPENDITURES	6,679,654	100,484	6,222,235		356,935	

MAINE INSURANCE GUARANTY ASSOCIATION

EDWARD J. LEGERE, CHAIRPERSON
PAUL M. GULKO, Executive Secretary

Central Office: Maine Mutual Fire Insurance Company, 551 Main Street, P.O. Box 729, Presque Isle, Maine 04769 *Telephone:* 764-6611
Mail Address: 25 New Chardon St., Boston, Mass. 02114; Tel. No. (617) 227-7020
Established: May 9, 1970 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 99; *Unit:* 353; *Citation:* 24-A M.R.S.A., Sect. 4436
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

DANA F. CONNORS, COMMISSIONER OF TRANSPORTATION

Mail Address: P.O. Box 747, Portsmouth, N.H. 03801

Established: 1936-37 *Sunset Review:* Not Established

Reference: Policy Area: 07; *Umbrella:* 98; *Unit:* 419; *Citation:* 1937 P&SL, Chap. 18

Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: The Authority has responsibility to maintain, reconstruct, and operate an interstate bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine, and Portsmouth, New Hampshire.

ORGANIZATION: The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Commissioner of the Department of Transportation of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer, and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a Compact entered into by said states which was consented to by the Congress of the United States.

PROGRAM: Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and has revised its mandate in accordance with the above purpose.

FINANCES, FISCAL YEAR 1988: The State accounting records for FY 88 do not contain any account assigned to this unit.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KHI V. THAI, DIRECTOR

Central Office: University of Maine, *Telephone:* 581-4136
Mail Address: 25 North Stevens Hall, Orono, Maine 04469
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1994
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 354; *Citation:* 5 M.R.S.A., Sect. 293
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of this Program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible State administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the Internship Program and for attracting college graduates with outstanding potential into permanent positions of State employment.

ORGANIZATION: To further the purposes of the program, the legislation provides for a State Government Internship Program Advisory Committee, comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Commissioner of Personnel; and the Director, Bureau of Public Administration. In addition, one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine are appointed by the Director of the Bureau of Public Administration for 4-year terms. No faculty member is eligible to succeed himself if he has served a full 4-year term, nor can a faculty member be succeeded by another from the same institution. Vacancies are filled by the Director for the unexpired term. The members of the Internship Program Advisory Committee organize by electing a chairman and vice-chairman and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

The State Government Internship Program is administered by the Bureau of Public Administration, University of Maine. With the advice of the Internship Advisory Committee, the Bureau of Public Administration plans, develops and puts into effect administrative guidelines, policies and operational procedures for interns and supervisors participating in the Internship Program.

PROGRAM: The 1988 State Government Internship Program placed sixty (60) Maine college students in state agencies for a period of twelve weeks.

Intern Eligibility. In order to qualify for the program, participants had to be legal residents of Maine, be currently enrolled in college, and have successfully completed two years of college. The Internship Program was advertised to potential applicants through a statewide news release and informational bulletins provided to all vocational schools, colleges and universities throughout Maine.

Intern Selection. All eligible applications and worksites were reviewed by Bureau of Public Administration staff. Recommendations were presented to the Internship Program Advisory Committee for their review and final selection.

Internship Experience. The internship experience began with an orientation session for all interns at which roles, responsibilities and expectations of interns and supervisors were discussed. All interns were considered "temporary, unclassified" employees of the State during the course of their internship and were paid a weekly salary of $200. Academic credit from the University of Maine was available, but not mandatory, for participants in the 1988 internship program.

General coordination and supervision of the program was conducted by the Bureau of Public Administration. Basic supervision of each intern was the responsibility of the agency in which the intern was placed. Formal meetings with each intern and his/her supervisor and the program director were held during the first month to discuss work assignments and progress on assignments.

Participants in the program were requested to submit a brief report covering the work they performed in the agency and recommendations on improving the internship program.

The Internship experience was enhanced and broadened by the education sessions with guest speakers from State Government and the Legislative Leadership. The sessions provided the opportunity for interns to hear and learn more about their State Government and the Legislature from some key officials.

PUBLICATIONS:

Maine State Government Internship Program — Summer 1987 — annual report
(no charge)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $6,000.00 (Administrative Costs) in FY 88. Participating agencies shared these administrative costs.

COMMISSION ON JOB OPPORTUNITY ZONES

JOHN S. DEXTER, JR. AND GREGORY G. CYR, CO-CHAIRMEN

Central Office: 189 State St., Augusta *Telephone:* 289-3154
Mail Address: State House Sta. #130, Augusta, Maine 04333

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 512; *Citation:* 5 M.R.S.A., Sect. 15135

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Job Opportunity Zone Commission was established to fulfill a statutory requirement of evaluating the progress of four demonstration Job Opportunity Zones and reporting its findings and recommendations to the Governor and the Joint Standing Committee no later than 10/1/89. As part of the evaluation, the Commission reviews the ongoing implementation of the program by the Department of Economic and Community Development.

ORGANIZATION: The Job Opportunity Zone Commission was formally constituted in December 1987. The Commission consists of ten members: 1 Co-chairman and four members appointed by the Governor, 1 Co-chairman and four members appointed by the President of the Senate and the Speaker of the House. While the Department of Economic and Community Development provides staff support, the Commission may also employ such additional assistance as it deems necessary. The Commission meets as often as necessary to fulfill its purpose at the discretion of its Co-chairmen.

PROGRAM: The Job Opportunity Zone Commission met three times during the year to oversee and review the designation process for the four demonstration zones.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Economic & Community Development.

JUDICIAL DEPARTMENT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 70 Center Street, Portland *Telephone:* 879-4792
Mail Address: Box 4820 Downtown Station, Portland, Maine 04112

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 274; *Citation:* 4 M.R.S.A., Sect. 1

PURPOSE: The purpose of the Judicial Department is to administer the State courts within that Department.

ORGANIZATION: Until the signing of the Articles of Agreement for Separation in 1820, Maine was a part of Massachusetts and therefore included in the Massachusetts court system. However, in 1820, Article VI, Section 1, of the new Maine Constitution established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852. The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices and authorized the justices to travel in circuits. The Probate Courts were created in 1820 as county-based courts and have remained so to date.

The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. The most recent change to the Maine Judicial System occurred in 1978 with the addition of the Administrative Court.

The administrative structure of the Maine Judicial Department is similar to that of a corporation. The Supreme Judicial Court serves as the Department's "board of directors" and by statute has general administrative and supervisory authority over the Department. This authority is exercised by promulgating rules, issuing administrative orders, establishing policies and procedures, and generally advising the chief justice. The chief justice is designated as head of the Judicial Department and is assisted by the state court administrator. Each of the four operating courts has a single administrative head, responsible to the chief justice, who also heads the Law Court. The chief justice in the Superior Court and the chief judge in the District Court are each assisted by two court administrators. All three chiefs, together with the state court administrator, the trial court administrators, and some members of the Administrative Office of the Courts, meet at least every other month to address administrative and policy issues. Each court's chief meets with his respective administrators on a more frequent basis.

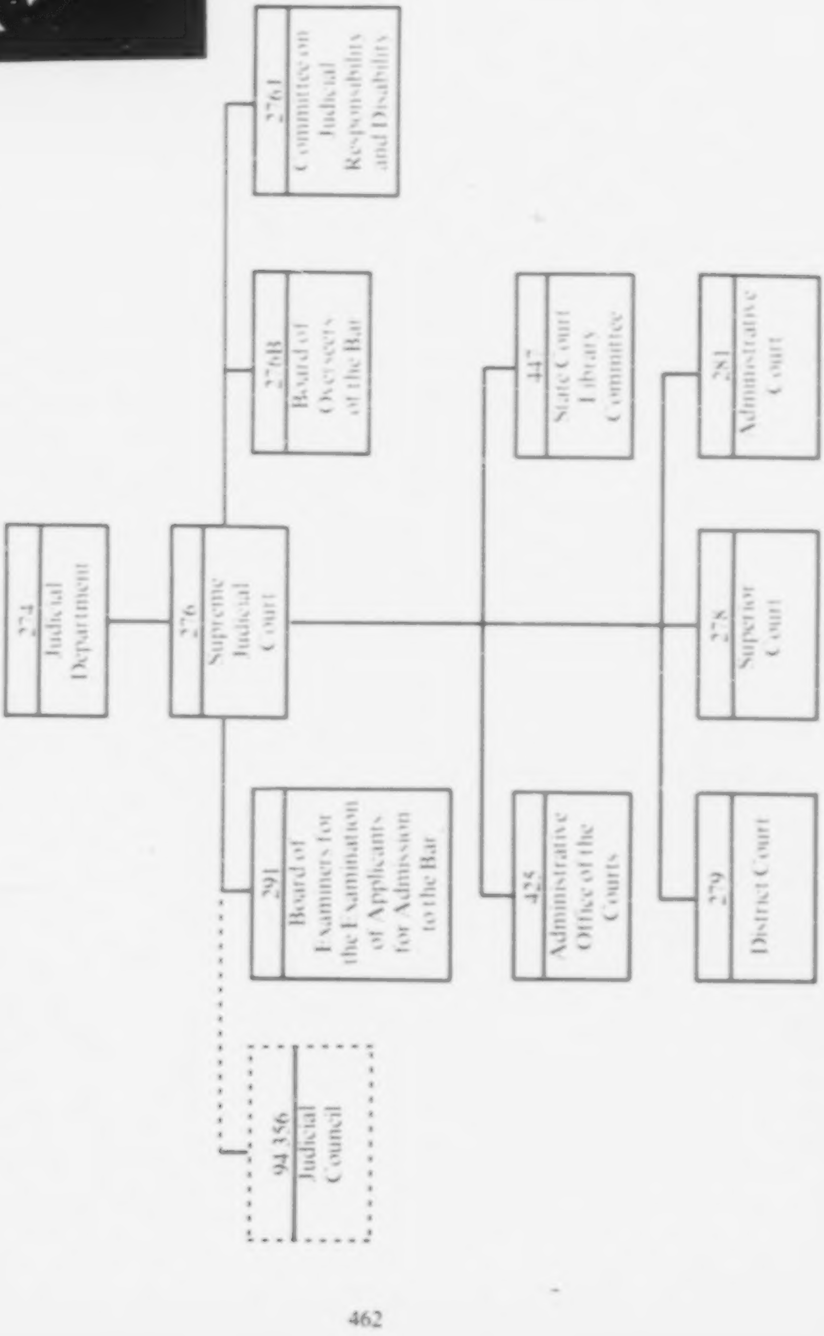
PROGRAM:

Judicial Department Committees. There are numerous functional committees within the Judicial Department. The purpose of these committees, which include judges, lawyers, and private citizens, is to assist the Supreme Judicial Court, as well as the chief justice of the Supreme Judicial Court, the Superior Court chief justice, and the District Court chief judge in carrying out their respective responsibilities.

Judicial Education. The Tenth Maine Judicial Conference was held at Sugarloaf September 27-29, 1987, with 50 judges in attendance. Four judges and justices attended courses at the National Judicial College in 1987. Additionally, Maine's Judicial Department was represented at the National American Bar Association Conference and at the National Conference of Chief Justices.

Vincent L. McKusick
Chief Justice
of the Supreme Judicial Court

ORGANIZATIONAL CHART
JUDICIAL DEPARTMENT
UMB 40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Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
JUDICIAL DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,879,563	9,873,020	6,543			
Health Benefits	471,637	471,637				
Retirement	2,597,189	2,597,189				
Other Fringe Benefits	51,859	51,859				
Computer Services – State	30,569	30,569				
Other Contractual Service	7,661,571	7,559,520	70,131		31,920	
Rents	1,076,950	1,075,750			1,200	
Commodities	296,363	292,754			3,609	
Grants – Subsidies – Pensions	1,999,923	1,755,024	240,773		4,126	
Buildings and Improvements	63,123	48,088	4,540		10,495	
Equipment	393,209	374,020	8,269		10,920	
Interest – Debt Retirement	1,562	1,561	1			
Transfers to Other Funds	3,221		3,095		126	
TOTAL EXPENDITURES	24,526,741	24,130,991	333,354		62,396	

FINANCES, FISCAL YEAR 1988 The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

JUDICIAL DEPARTMENT **(Chief Administrative Unit)**	TOTAL FOR ALL FUNDS	General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,873,020	9,873,020				
Health Benefits	471,637	471,637				
Retirement	2,597,189	2,597,189				
Other Fringe Benefits	51,859	51,859				
Computer Services – State	30,569	30,569				
Other Contractual Service	7,593,378	7,559,520	1,938		31,920	
Rents	1,076,950	1,075,750			1,200	
Commodities	296,363	292,754			3,609	
Grants – Subsidies – Pensions	1,999,923	1,755,024	240,773		4,126	
Buildings and Improvement	63,123	48,088	4,540		10,495	
Equipment	393,209	374,020	8,269		10,920	
Interest – Debt Retirement	1,561	1,561				
Transfers to Other Funds	126				126	
TOTAL EXPENDITURES	24,448,907	24,130,991	255,520		62,396	

ADMINISTRATIVE OFFICE OF THE COURTS

DANA R. BAGGETT, STATE COURT ADMINISTRATOR

Central Office: 70 Center Street, Portland *Telephone:* 879-4792
Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1975

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 425; *Citation:* 4 M.R.S.A., Sect. 15

PURPOSE: The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court shall:

1. Continuous Survey and Study. Carry on a continuous survey and study of the organization, operation, condition of business, practice and procedure of the Judicial Department and make recommendations to the Chief Justice concerning the number of judges and other judicial personnel required for the efficient administration of justice. Assist in long and short range planning.

2. Examine the status of dockets. Examine the status of dockets of all courts so as to determine cases and other judicial business that have been unduly delayed. From such reports, the administrator shall indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice, to the Chief Justice of the Superior Court, and to the Chief Judge of the District Court concerning the assignment or reassignment of personnel to courts that are in need of such personnel. The administrator shall also carry out the directives of the Chief Justice as to the assignment of personnel in these instances.

3. Investigate complaints. Investigate complaints with respect to the operation of the courts.

4. Examine statistical systems. Examine the statistical systems of the courts and make recommendations for a uniform system of judicial statistics. The administrator shall also collect and analyze statistical and other data relating to the business of the courts.

5. Prescribe uniform administrative and business methods, etc. Prescribe uniform administrative and business methods, systems, forms, docketing and records to be used in the Supreme Judicial Court, in the Superior Court and in the District Court.

6. Implement standards and policies set by the Chief Justice. Implement standards and policies set by the Chief Justice regarding hours of court, the assignment of term parts and justices.

7. Act as fiscal officer. Act as fiscal officer of the courts and in so doing: maintain fiscal controls and accounts of funds appropriated for the Judicial Department; prepare all requisitions for the payment of state moneys appropriated for the maintenance and operation of the Judicial Department; prepare budget estimates of state appropriations necessary for the maintenance and operation of the Judicial Department and make recommendations with respect thereto; collect statistical and other data and make reports to the Chief Justice, to the Chief Justice of the Superior Court, and to the Chief Judge of the District Court relating to the expenditures of public moneys for the maintenance and operation of the Judicial Department; and develop a uniform set of accounting and budgetary accounts for the Supreme Judicial Court, for the Superior Court, and for the District Court and serve as auditor of the Judicial Department.

8. Examine arrangements for use and maintenance of court facilities. Examine the arrangements for the use and maintenance of court facilities and supervise the purchase, distribution, exchange and transfer of judicial equipment and supplies thereof.

9. Act as secretary. Act as secretary to the Judicial Conference.

10. Submit an annual report. Submit an annual report to the Chief Justice, Legislature and Governor of the activities and accomplishments of the office for the preceding calendar year.

11. Maintain liaison. Maintain liaison with the executive and the legislative branches and other public and private agencies whose activities impact the Judicial Department.

12. Prepare and plan clerical offices. Prepare and plan for the organization and operation of clerical offices serving the Superior Court and the District Court within each county.

13. Implement preservice and inservice educational and training programs. Develop and implement preservice and inservice educational and training programs for nonjudicial personnel of the Judicial Department.

14. Perform duties and attend to other matters. Perform such other duties and attend to such other matters consistent with the powers delegated herein assigned to him by the Chief Justice and the Supreme Judicial Court.

15. Provide for court security. Plan and implement arrangements for safe and secure court premises to ensure the orderly conduct of judicial proceedings. This includes the authority to contract for the services of qualified deputy sheriffs as needed on a per diem basis to perform court security-related functions and services. "Qualified deputy sheriffs" means those individuals who hold valid certification as law enforcement officers, as defined by the Maine Criminal Justice Academy, pursuant to Title 25, chapter 341, to include successful completion of such additional training in court security as provided by the academy. When under such contract and then only for the assignment specifically contracted for, the qualified deputy sheriffs shall have the same duties and powers throughout the counties of the State as sheriffs have in their respective counties. The persons performing such contractual services shall not be considered employees of the State for any purpose. They shall be paid a reasonable per diem fee plus reimbursement of their actual, necessary and reasonable expenses incurred in the performance of their duties, consistent with policies established by the State Court Administrator.

ORGANIZATION: The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. Staff for the Administrative Office is appointed by the State Court Administrator, with the approval of the Chief Justice. The Administrative Office staff is appointed by the State Court Administrator with the approval of the Chief Justice, and includes the following positions: Accountant, Accounting Clerks (3), Budget and Fiscal Officer, Chief Court Security Officer, Court Computer Services Officer, Senior Programmer/Analyst, Programmer/Analyst, Employee Relations Officer, Management Projects Officer, Policy and Analysis Officer, Purchasing Manager/Accountant, Secretaries (2), and State Court Library Supervisor.

PROGRAM: During the year, the Administrative Office of the Courts was involved in such areas as facilities planning, court security, court automation, the automation of all personnel records consistent with Executive Department requirements, planning for national conference of the Conference of Chief Justices and the Conference of State Court Administrators to be held in Maine for the first time, a juror orientation program for the Superior Court, the Maine Criminal Justice Sentencing Institute, activities related to the Commission to Commemorate the Bicentennial of the United States Constitution, to name a few.

PUBLICATIONS:

Judicial Department Annual Report
Mediation of Divorces in Maine
A Guide to Small Claims Proceedings of the Maine District Court
Traverse Juror Handbook
The Court Crier

FINANCES, FISCAL YEAR 1988: 4 MRSA, Sections 22 and 24, provides that expenditures of this unit, shall be borne by the Judicial Department and are, therefore, included in its financial display.

ADMINISTRATIVE COURT

EDWARD W. ROGERS, ADMINISTRATIVE COURT JUDGE

Central Office: 66 Pearl Street, Portland *Telephone:* 879-4715
Mail Address: Box 7260, Portland, Maine 04112

Established: 1973

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 281; *Citation:* 4 M.R.S.A., Sect. 1151

PURPOSE: The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

ORGANIZATION: The Administrative Court was created by the Legislature in 1973 and became a part of the Judicial Department in 1978. Prior thereto, the Administrative Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies. Pursuant to P.L. 1977, Chapter 551, the Administrative Court was reconstituted and placed within the Judicial Department, effective July 1, 1978 (see 4 M.R.S.A. §1151 et seq. and 5 M.R.S.A. §10051). Implementation of the expanded jurisdiction of the court necessitated a reorganization of its operations which resulted in creation of a clerk's position and two secretarial positions. The Associate Administrative Court Judge position created in 1977 was also filled as part of the implementation process. Effective July 1, 1978, the legislature substantially expanded the jurisdiction of the Administrative Court. Other than in emergency situations, the Administrative Court was granted exclusive jurisdiction upon complaint of an agency, or if the licensing agency fails or refuses to act within a reasonable time, upon complaint of the Attorney General, to revoke or suspend licenses issued by the agency, and original jurisdiction upon complaint of a licensing agency to determine whether renewal or issuance of a license of that agency may be refused. Effective in 1983, the Administrative Court also has exclusive jurisdiction to hear appeals from disciplinary decisions of the Real Estate Commission.

There are two judges of the Administrative Court; the Administrative Court judge and the Associate Administrative Court judge. The judges must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, Administrative Court judges regularly sit in the District Court and in the Superior Court, almost exclusively in Portland.

PROGRAM: To the extent permitted by an increasing caseload and expanding jurisdiction, the Administrative Court judges continue to assist the District and Superior Courts by hearing civil contested matters on a regular basis. In a similar fashion the Administrative Court staff, consisting of a clerk and two recording secretaries, renders frequent assistance to the other Courts and to the Administrative Office of the Courts.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $331,788 in FY 88 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

GARY A. SEVERSON, CHAIRMAN
WILLIAM J. KAYATTA, JR., SECRETARY, beginning April 11, 1988
EDITH L. HARY, prior to April 10, 1988

Central Office: AGC Building, Whitten Road, Augusta *Telephone:* 623-2464
Mail Address: P.O. Box 30, Augusta, Maine 04330

Established: 1899June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 291; *Citation:* 4 M.R.S.A., Sect. 801

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys. After passing the examination and compliance with the statutes has been accomplished, the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION: The Board is composed of 7 lawyers of the State and two representatives of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court, and they will hold office for terms of 5 years beginning on the first day of January of the year of appointment and ending on the last day of December of the year of expiration of the appointment. The Board holds at least 2 examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

The secretary of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

PROGRAM: The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states, as opposed to regular applications.

	July 84		Feb. 85		July 85		Feb. 86		July 86		Feb. 87		July 87		Feb 88	
	Reg	Mod	Reg	Mod	Reg	Mod	Reg	Mod	Reg	Mod	Reg	Mod	Reg	Mod	Reg	Mod
Applicants taking exam	110	34	34	40	137	28	42	30	134	28	95	47	138	76	43	66
Number passing exam	86	30	24	37	141	23	29	26	118	23	74	42	101	60	26	54

In its efforts to discharge its statutory duties, the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;

2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;

3. the fairness and validity of examination procedures and standards;

4. the relationship of a law school education to the bar examination; and,

5. the effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

LICENSES, PERMITS, ETC.

Certificate:

Recommending Admission to the Bar

PUBLICATIONS:

Rules of the Board-(Maine Bar Admission Rules)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,545		6,545			
Other Contractual Service	68,193		68,193			
Interest Debt Retirement	1		1			
Transfers to Other Funds	3,095		3,095			
TOTAL EXPENDITURES	77,834		77,834			

STATE COURT LIBRARY COMMITTEE

SIDNEY W. WERNICK, CHAIRMAN
ANN PIERCE, State Court Library Supervisor

Central Office: 70 Center Street, Portland, Maine
Mail Address: Box 4820, D.T.S., Portland, Maine 04112
Established: 1981
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 447; *Citation:* 4 M.R.S.A., Sect. 191

PURPOSE: The State Court Library Committee serves as the governing body for Maine's 18 county law libraries, to assure access to basic legal materials for the bench, the bar and the public.

ORGANIZATION: The committee is made up of seven voting members—two members of the public, two of the judiciary and three attorneys, all of whom are appointed by the Chief Justice of the Supreme Judicial Court, who also appoints the chairman. The State Court Administrator and the State Law Librarian are *ad hoc* members and one member of the judiciary serves as judicial liaison.

The libraries themselves are organized into a four-tier system. Each tier reflects both the size of the collections and the state stipend allocated to maintain them.

PROGRAM: Under the direction of the State Court Library Committee, the State Court Library Supervisor is charged with overseeing the professional functions of the county law libraries. These duties include staffing; periodic visits to the libraries and meetings with the local bar association library committees; budgeting and the allocation of state monies for collection development; and the utilization of space-saving items such as micro-film and reader/printers.

PUBLICATIONS:

Manual for County Law Libraries—Free
Guide to Legal Resources in Maine—Free
Maine County Law Library Bulletin—Free

FINANCES, FISCAL YEAR 1988: 4 MRSA, Chap. 6, provides that expenditures of this unit, which amounted to $254,846 in FY 88, shall be borne by the Judicial Department and are, therefore, included in its financial display.

DISTRICT COURT

BERNARD M. DEVINE, CHIEF JUDGE

Central Office: 66 Pearl St., Portland *Telephone:* 879-4720
Mail Address: P.O. Box 66, D.T.S., Portland, Maine 04112

Established: 1961

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 279; *Citation:* 4 M.R.S.A., Sect. 151

PURPOSE: The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

ORGANIZATION: The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The Court has original jurisdiction in non-felony criminal cases, traffic infractions and civil violations, can accept guilty pleas in felony cases and conducts probable cause hearings in felony cases. The Court has concurrent jurisdiction with the Superior Court in divorce, non-equitable civil cases involving not more than $30,000, and also may grant equitable relief in cases of unfair trade practices and in cases involving local land use violations. In practice, the District Court hears virtually all child abuse and neglect cases, termination of parental rights cases, protection from abuse cases, and cases involving local land use violations. The District Court is the small claims court (for cases involving not more than $1400) and the juvenile court. In addition, the Court hears mental health, forcible entry and detainer, quiet title and foreclosure cases. It is the only court available for the enforcement of money judgments.

There are 24 judges in the District Court, the chief judge, who is designated by the chief justice of the Supreme Judicial Court, 9 judges-at-large who serve throughout the state, and 15 resident judges (including the Chief Judge) who sit principally within the districts where they live. The judges are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, District Court judges may also sit in the Superior Court.

Upon retirement, a District Court judge may be appointed an active retired judge by the Governor for a seven year term, with the consent of the Legislature. On assignment by the chief judge, an active retired judge has the same authority as an active judge. There were six active retired judges in the District Court during 1987.

PROGRAM: In the District Court, resident judges serve in the district to which they are appointed by the Governor, although occasionally they may assist in other districts in emergency instances. There are eight at-large judges who are scheduled by the deputy chief judge on a monthly basis. Seven District Court locations require the services of an at-large judge every month, leaving only one judge available to cover special assignments and vacancies due to illness, vacations, and educational conferences, and to assist courts experiencing particular backlog problems.

District Court Building Fund. Pursuant to 4 M.R.S.A. §163 (3), $3,000 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodeling and furnishing of quarters for the District Court...". Monies in this fund are carried forward from year to year

The balance forward from FY 1987 was $63,352. The addition of $36,000 from appropriations for FY 1988 brought the total available funds to $99,351. Of this amount, $12,809 was spent during the year to replace equipment and for renovations in Springvale, Lewiston, Livermore Falls, Rumford, South Paris, Augusta, Farmington and Skowhegan Court locations, leaving a year-end balance of $86,543.

Court Appointed Special Advocate Program (CASA). The CASA program was established in 1985 within the District Court to address the needs of abused and neglected children by using trained volunteers to represent these children. These volunteers, who are paid only for their travel and expenses, largely replace state-paid attorneys who had routinely served as guardians ad litem to the children prior to the program's development. During 1986, legislation was enacted to establish CASA as a regular part of the Judicial Department structure. The program is operational in 12 District Court locations (Portland, Rockland, Wiscasset, Bangor, Bath, Biddeford, Ellsworth, Houlton, Augusta, Belfast, Bridgton and Waterville). Of the 360 child protection cases filed in these locations during 1987, a total of 227 were assigned to CASA volunteers.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $10,867,414 in FY 88 and are, by administrative decision, included with those of the Judicial Department.

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

ROGER C. LAMBERT, CHAIRPERSON
MARGARET J. TIBBETTS, VICE-CHAIRPERSON
MERLE W. LOPER, Executive Secretary

Central Office: Portland, Maine
Mail Address: P.O. Box 8058, Portland, Maine 04104
Established: 1978
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276J: *Citation:* Supreme Judicial Court Order 1978, No. SJC-109; 4 MRSA §9-B

PURPOSE: The Supreme Judicial Court created the Committee on Judicial Responsibility and Disability by court order dated June 26, 1978, effective July 5, 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, except in the case of judges of probate only the first three canons apply because of the part-time and elective nature of their positions.

ORGANIZATION: The Committee on Judicial Responsibility and Disability consists of seven members appointed by the Supreme Judicial Court. Two members are either active or active retired justices of the Superior Court, active or active retired judges of the District Court, or active judges of probate. Two members are attorneys at law admitted to practice in the State of Maine, and three members are representatives of the general public of the State of Maine. The public and attorney members are appointed by the Supreme Judicial Court upon the recommendation of the Governor. Four alternate members are also appointed to serve with respect to any matter from which a regular member is excused or otherwise unavailable.

PROGRAM: Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts stated appear to come within its authority, a copy of the complaint is submitted to the judge involved for his response, followed by an investigation and decision on whether an evidentiary hearing is necessary. The Committee cannot itself impose disciplinary sanctions. Its findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court in any matter in which the Committee finds misconduct warrranting formal disciplinary action; thereafter, the matter is in the hands of the Court. The Committee may also seek informal correction of any judicial conduct or practice that may create an appearance of judicial misconduct.

Upon written request of the Governor or the Legislature's Joint Standing Committee on the Judiciary, in connection with consideration of the appointment of a person who is or has been a sitting judge, the Committee is directed to provide information on any complaints made against that judge and the Committee's disposition thereof.

The Committee reports annually to the Supreme Judicial Court a summary of each year's activities.

PUBLICATIONS: The Committee has available for distribution a booklet containing the Committee's rules and all of the orders of the Court affecting the Committee's jurisdiction and procedure. Copies are available upon request. Copies of the available Annual Reports of the Committee are also distributed upon request.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $31,926 in FY 88 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF OVERSEERS OF THE BAR

LOUISE P. JAMES, CHAIRMAN
J. SCOTT DAVIS, BAR COUNSEL

Central Office: Whitten Road, AGC Building *Telephone:* 623-1121
Mail Address: P.O. Box 1820, Augusta, Maine 04330

Established: 1978

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276B; *Citation:* Judicial Order 1978, Law Docket #4890

PURPOSE: The purpose of this Board is to act on behalf of the Supreme Judicial Court, and by its appointment and order, to supervise attorneys admitted to the practice of law in this state, and to assist the Supreme Judicial Court in the disciplining of attorneys who may violate the Court mandated ethical or other rules of practice.

ORGANIZATION: The Board of Overseers of the Bar was created by order of the Supreme Judicial Court, effective November 1, 1978 (Maine Bar Rules). The Board consists of nine (9) members selected by the Court, three (3) of whom are lay persons and six (6) of whom are members of the Bar of the State of Maine.

PROGRAM: This unit's activities are limited to the performance of its duties as provided in the Maine Bar Rules. (See Maine Rules of Court.) In general, it supervises and administers the registration of all attorneys admitted to practice in this state; investigates and processes claims and reports of violations by attorneys of the rules of practice set forth in the Maine Bar Rules; provides a procedure for the arbitration of disputes between clients and attorneys with respect to legal fees; maintains limited consulting and advisory services with respect to the interpretation and application of the Code of Professional Responsibility (Rule 3 of the Maine Bar Rules relating to ethical standards); and engages in a continuing review and study of the Bar in relation to the public and the Courts for the purpose of making recommendations to the Supreme Judicial Court with respect to the Maine Bar Rules.

PUBLICATIONS:

"Legal Fee Arbitration" (Procedures and rules governing the Fee Arbitration Commission of the Board of Overseers of the Bar); Maine Manual on Professional Responsibility.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend state funds. All receipts and income are derived from registration fees paid by attorneys pursuant to order of the Supreme Judicial Court, except for a modest sum paid by the Board of Bar Examiners on account of certain administrative and clerical services performed on its behalf. All disbursements and expenditures are made pursuant to budget approved by the Supreme Judicial Court.

SUPERIOR COURT

MORTON A. BRODY, CHIEF JUSTICE

Central Office: Maine Superior Court, Kennebec County Courthouse
Telephone: 622-9357
Mail Address: 95 State Street, Augusta, Maine 04330
Established: 1930 *Sunset Review Required by:* No Sunset Data for this Submission
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 278; *Citation:* 4 M.R.S.A., Sect. 101

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

ORGANIZATION: The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. The court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. In addition, justices of this court hear appeals on questions of law from the District Court and from the Administrative Court.

There are 16 justices of the Superior Court who hold sessions of the Court in each of the 16 counties. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. A single justice is designated by the Chief Justice of the Supreme Judicial Court to serve as the Chief Justice of the Superior Court. Court administrators oversee the day-to-day administrative activities of the Court.

Upon retirement, a Superior Court justice may be appointed an Active Retired Justice by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice. There were two active retired justices in the Superior Court during 1987.

PROGRAM: The Chief Justice of the Superior Court assigns Superior Court justices to serve throughout the state, although justices serve primarily in a few courts close to their homes for most of the year. On a monthly or bi-monthly basis, the court administrators, in coordination with justices, clerks, and attorneys, prepare schedules detailing the daily work of justices and court reporters, for approval by the chief justice.

FINANCES, FISCAL YEAR 1988: 4 M.R.S.A., Sections 22 and 24, provide that expenditures of this unit, which amounted to $8,810,358 in FY 88, shall be borne by the Judicial Department and are, therefore, included in its financial display.

SUPREME JUDICIAL COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland *Telephone:* 879-4791
Mail Address: Box 4910 DTS, Portland, Maine 04112
Established: 1820 *Sunset Review Required by:* No Sunset Data for this Submission
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276; *Citation:* 4 M.R.S.A., § 1

PURPOSE: The purpose of the Supreme Judicial Court as the Law Court is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

ORGANIZATION: The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from the Superior Court, appeals from all final judgments, orders and decrees of the Probate Court, appeals of decisions of the Public Utilities Commission and the Workers Compensation Commission's Appellate Division, appeals from the District Court in parental rights, termination and foreclosure cases, interlocutory criminal appeals from the District and Superior Courts, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to hear, with his consent, non-jury civil actions, except divorce or annulment of marriage, and can be assigned by the Chief Justice to sit in the Superior Court to hear cases of any type, including post-conviction matters and jury trials. In addition, the Supreme Judicial Court defines and regulates the practice of law and the conduct of attorneys in Maine by the promulgation of Maine Bar Rules, published in the annual Maine Rules of Court. It also is the ultimate authority for admitting lawyers to the bar, and for administering lawyer discipline including disbarment. The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Supreme Judicial Court serve as the Appellate Division for the review of sentences of one year or more.

The Supreme Judicial Court has seven members; the Chief Justice and six Associate Justices. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. The court sits in Portland four times a year and in Bangor twice a year. Each term runs from two to three weeks and handles from 50 to 60 cases.

By statute, the Chief Justice is head of the Judicial Department, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department.

Upon retirement, a Supreme Judicial Court justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

LICENSES, PERMITS, ETC.

Admission to Practice—Attorney At Law, 4 M.R.S.A. § 801

FINANCES, FISCAL YEAR 1988: 4 M.R.S.A. Sections 22 and 24, provide that expenditures of this unit, which amounted to $2,031,360 in FY 88, shall be borne by the Judicial Department and are, therefore, included in its financial display.

JUDICIAL COUNCIL

VINCENT L. McKUSICK, CHIEF JUSTICE, CHAIRMAN, EX OFFICIO
MURROUGH H. O'BRIEN, Executive Secretary

Central Office: 38 High St., Portland *Telephone:* 774-4130
Mail Address: Box 370, DTS, Portland, Maine 04112
Established: 1935 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 356; *Citation:* 4 M.R.S.A., Sect. 451
Average Count—All Positions: 0 *Legislative Count:* 1 part-time

PURPOSE: The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State of Maine, the work accomplished and the results produced by that system and its various parts.

The Judicial Council reports biennially on or before the first day of December to the Governor on the work of the various branches of the judicial system and also submits for the consideration of the justices of the various courts suggestions with regard to law or practice and procedure. The Council also conducts, in conjunction with the Office of the State Court Administrator, the Maine Criminal Justice Sentencing Institute.

ORGANIZATION: The organization of the Judicial Council consists of the following: the Chief Justice of the Supreme Judicial Court (Chairman, ex officio), the Chief Justice of the Superior Court, the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, together with an active or retired Justice of the Supreme Judicial Court, one Justice of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and six laypersons, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

PROGRAM: The program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the system can be improved. The Council meets four to five times a year, at which time it considers various issues relating to the conduct of the business of the courts. The Council also has in the past advised the Governor and the Legislature directly on matters relating to the operations of the courts in response to specific inquiries.

The Judicial Council has undertaken many major studies and programs aimed at improving the operations of the courts. These have included the 1971 study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various other reforms. The Judicial Council prepares legislation to implement reforms and appears before legislative committees in support of this legislation and in connection with other legislation affecting the courts.

During 1987-88, the Council has been involved in the expansion of mediation to Superior Court civil cases; law-related education; the future of the Maine legal profession; and the preparation of a citizen's guide to the courts.

PUBLICATIONS:

A Citizen's Guide to the Maine Courts, 1987. Free.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $8,275 in FY 88 and are, by administrative decision, included with those of the Judicial Department.

DEPARTMENT OF LABOR

JOHN FITZSIMMONS, COMMISSIONER

Central Office: 20 Union Street, Augusta *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: 1971 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158; *Citation:* 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 539 *Legislative Count:* 51

Organizational Units:

- Bureau of Employment Security
- Unemployment Insurance Commission
- Bureau of Labor Standards
- Maine Occupational Information Coordinating Committee
- Maine Labor Relations Board
- Maine Human Resource Development
- Department of Labor Advisory Council
- Bureau of Employment and Training Programs
- Office of the Commissioner

PURPOSE: The Department of Labor was established to achieve the most effective utilization of the labor resources in the State by developing and maintaining an accountable State employment and training policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of the individuals to improve their economic status.

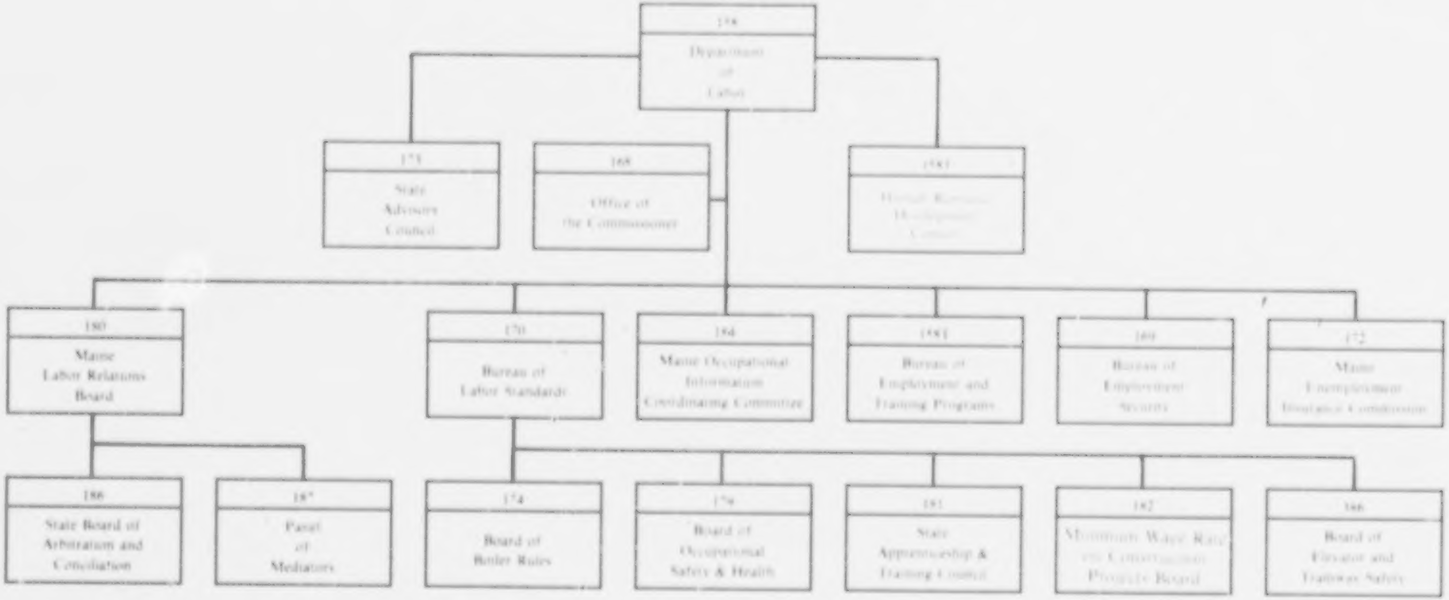
The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide services for all workers and employers in the State who desire assistance and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants. It also enforces all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors. To further harmonious labor-management relations and provide occupational training for the unemployed and underemployed are final concerns of the Department.

ORGANIZATION: The Department of Labor was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various employment and training related agencies of the State, including the Bureau of Employment Security and the Employment Security Commission, originally established in 1936; the Bureau of Labor Standards, functioning since 1873; the Maine Labor Relations Board, established in 1972; the Maine Occupational Information Coordinating Committee, originally established in 1979; the Bureau of Employment and Training programs, functioning since 1974; the Office of Administrative Services established in 1982; the Office of the Commissioner established in 1983; and the Maine Human Resource Development Council, established in 1987.

PROGRAM: The long-range goal of the Department of Labor is to further consolidate the functions and activities of the interrelated component organizational units.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF LABOR
UMB 12


158
Department
of
Labor
173
State
Advisory
Council
168
Office of
the Commissioner
Human Resource
Development
Council
180
Maine
Labor Relations
Board
170
Bureau of
Labor Standards
184
Maine Occupational
Information
Coordinating Committee
Bureau of
Employment and
Training Programs
169
Bureau of
Employment
Security
172
Maine
Unemployment
Insurance Commission
186
State Board of
Arbitration and
Conciliation
187
Panel
of
Mediators
174
Board of
Boiler Rules
179
Board of
Occupational
Safety & Health
181
State
Apprenticeship &
Training Council
182
Minimum Wage Rate
for Construction
Projects Board
166
Board of
Elevator and
Tramway Safety

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF LABOR

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,925,385	1,287,208	175,413		10,462,764	
Health Benefits	740,486	68,596	13,434		658,456	
Retirement	2,157,810	231,673	31,416		1,894,721	
Other Fringe Benefits	58,435	6,848	1,371		50,216	
Computer Services—Comm	94,868	7,025			87,843	
Computer Services—State	55,396	22,404	606,803		-573,811	
Other Contractual Service	3,343,737	329,838	403,467		2,610,432	
Rents	1,021,205	6,758	5,066		1,009,381	
Commodities	400,770	30,182	23,086		347,502	
Grants—Subsidies—Pensions	66,628,873	1,695,056	92,818		13,155,737	51,685,262
Buildings and Improvement	84,995				84,995	
Equipment	512,483	688	21,746		490,049	
Interest—Debt Retirement	303	2			301	
Transfers to Other Funds	216,211		20,662		196,191	-642
TOTAL EXPENDITURES	87,240,957	3,686,278	1,395,282		30,474,777	51,684,620

OFFICE OF THE COMMISSIONER

JOHN FITZSIMMONS, COMMISSIONER

Central Office: 20 Union Street, Augusta *Telephone:* 289-3788
Mail Address: Statehouse Station 54, Augusta, Maine 04333
Established: 1983 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168; *Citation:* 26 M.R.S.A., Sect. 1401
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Office of the Commissioner of the Department of Labor is the central administrative unit of the Department. The responsibilities of the Office include review, oversight and coordination of all Departmental functions. The Office provides primary liaison with federal and state agencies, the Legislature, the press and the public.

ORGANIZATION: The Office of the Commissioner consists of the Commissioner and immediate support staff.

PROGRAM: The programs of the Department are implemented through its component units.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system and reflects only the State General Fund portion of expenditures of this office. All Federal and Special Revenue account expenditures are incorporated into the accounts of the various bureaus/units of the Department.

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	32,603	32,603				
Health Benefits	833	833				
Retirement	5,910	5,910				
Other Fringe Benefits	117	117				
Other Contractual Service	7,041	7,041				
Commodities	2,759	2,759				
TOTAL EXPENDITURES	49,263	49,263				

STATE ADVISORY COUNCIL (Labor)

JOHN FITZSIMMONS, COMMISSIONER

Central Office: 20 Union Street, Augusta 04330 *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1936 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 173; *Citation:* 26 M.R.S.A., Sect. 1082
Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

ORGANIZATION: Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and was further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and the general public.

PROGRAM: The State Advisory Council did not meet during fiscal year 1988, however, meetings will resume in July 1988.

FINANCES, FISCAL YEAR 1988: There were no expenditures for this unit in fiscal year 1988.

STATE APPRENTICESHIP AND TRAINING COUNCIL

NATHANIEL CROWLEY, CHAIR

Central Office: State Office Bldg., *Floor:* 7 *Telephone:* 289-4307
Mail Address: Station #45, Augusta, Maine 04333

Established: 1943 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 181; *Citation:* 26 M.R.S.A., Sect. 1002

Average Count—All Positions: 11 *Legislative Count:* 0

PURPOSE: The State Apprenticeship and Training Council was established to provide to employers a time-tested means of training persons to become proficient craftsmen in the trades through exposure to on-the-job work experiences and attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship and issuing certificates of completion to apprentices satisfactorily completing their trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Maine Vocational Technical Institute System to provide supplemental instruction, and the Veterans Administration in approving apprenticeship training for veterans.

ORGANIZATION: The Council is composed of eleven members appointed by the Governor, made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and three members must represent the public. Appointments are made so that the term of one member of each group expires each year. The Council elects a chair, vice chair, and secretary. The budget of the Council is incorporated in the overall budget of the Bureau of Labor Standards. The Bureau Director exercises supervision over Council employees and the disbursement of funds. The Associate Commissioner of Vocational Education, the Commissioner of Labor and the Director of the Bureau of Labor Standards are ex officio Council members without vote.

PROGRAM: Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and the apprentices; and to publicize the educational advantages of apprenticeship training. Further goals of the Council are to work with JTPA, WEET, TJTC and Job Service to further place apprentices in programs written for AFDC recipients. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

Pertinent statistics for fiscal year 1987/1988 are as follows:

Apprenticeship

New Programs Registered	53
Programs cancelled	16
Total Programs to July 1, 1988—342	
New Apprentices Registered	240
Apprentices Reinstated	0
Apprentices Completed	76
Apprentices Cancelled	78
Apprentices Suspended	0

Certificates: After certification by the employer or a Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship and Training Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

LICENSES, PERMITS, ETC.

Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

FINANCES, FISCAL YEAR 1988: 26 MRSA, Sect. 1002, provides that expenditures of this unit, which amount to $1,444.51 in FY 88, shall be borne by the Bureau of Labor Standards.

STATE BOARD OF ARBITRATION AND CONCILIATION

PAUL G. JENSON, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2015
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1909 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 186; *Citation:* 26 M.R.S.A., Sect. 931
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sector. It serves as a Board of Inquiry, as a Board of Conciliation in the private sector, or as a Board of Arbitration with power to inquire and to investigate labor-management disputes in the public or private sector.

ORGANIZATION: The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955 and procedural reform in 1985. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

The favorable impact of Chapter 294 P.L. 1985, which amended the procedures of the Board, was demonstrated during FY 1986 and FY 1987 in the increased number of matters which were effectively conciliated by Board panels. Among other things PL 294 confirmed the conciliation authority of the Board in grievance arbitration matters.

PROGRAM: In fiscal year 1988 the State Board of Arbitration and Conciliation received a level of requests for its services that approached the record level achieved in FY 87. Since it conducted more hearings and disposed of more matters than in any other year in its history, FY 88 was a record year in terms of Board activity. In FY 88, as of the date of the preparation of the figures for this report, 67 requests had been received for services of the Board, compared with the record number of 75 filings in FY 87. The record levels of these two years compare with the previous record of 52 filings in FY 86. Therefore in the past three fiscal years the Board has achieved historic levels of activity. The Board believes that this reflects the growing perception in the public sector community that over the past several years the Board has grown in stature in providing quality and professional arbitration and conciliation services.

In addition to the new matters filed in FY 88 there were 23 cases carried over from the prior record year which required hearing and disposition by the Board or other action. We are pleased to report that all of the matters carried over from FY 87 have been disposed of, either through the hearing and award process, conciliation efforts, or withdrawal through settlements reached by the parties before or on the day of the hearing.

The 67 filings in FY 88 included 61 grievance arbitration requests, one request for interest arbitration and five requests for fact-finding services. Under the statutes governing public employee collective bargaining the Board is given authority to hear fact-finding and interest arbitration matters when there is a mutual submission for such services. In all, the Board issued 38 formal Decision and Awards during FY 88. Among the matters resolved by Formal Decision and Award were 14 from a single community which were heard through expedited proceedings. In expedited proceedings the parties agree to waive the formality of presenting witnesses and the regular hearing procedure; rather, the cases are presented through oral presentation with supporting documentation by the respective representatives.

In addition to the 38 matters proceeding to hearing and formal Decision and Award, seven other issues were conciliated with the assistance of Board panel members or were settled at the hearing; in one, the grievance was withdrawn at the hearing. The number of actual hearings and meetings convened and held and the per diem and related expenses disbursed are reported in the annual report to the Secretary of State's office at the end of the calendar year, as is required by statute.

The above review shows that panels of the Board convened to hear 45 matters (38 concluded by formal Decision and Award and seven others resolved at hearing) as compared with 41 disposed of through the hearing process in FY 87. Several matters were withdrawn or are scheduled for withdrawal. Withdrawals usually indicate settlement on the issues by the parties, often after a hearing has been scheduled. Of the 67 requests for arbitration, only one was inappropriately filed; 13 await assignment in FY 89, including six in the same municipality.

Representative of the issues which came before the Board in the past fiscal year include:

1. Suspension
2. Seniority
3. Pay rate
4. Vacation/part-time employees
5. Overtime
6. Call-back pay
7. Discipline/Reprimand
8. Work Out of Classification
9. Vacation Allowance
10. Sick leave or compensation pay rate
11. Work schedule change
12. Excess hours
13. Promotion
14. Dismissal/Termination
15. Separation pay
16. Holiday pay
17. Evaluation
18. Added assignments

As emphasized in the Annual Reports in recent years, the level of volume in new filings and the results the Board has achieved highlights the need for continuity and stability in the membership of the Board. The raise in per diem granted by the 113th Legislature will obviously contribute to the willingness of Board members to continue serving in this important area of public sector labor relations. The Board has a long and distinguished history going back to 1909. With the enactment of laws giving public sector employees collective bargaining rights, the Board has seen its responsibilities as a forum for dispute resolution greatly expand in the area of grievance disposition. Whether through the formal hearing process or through its conciliation services, the Board has become a significant dispute resolution medium in the State. It is also gratifying that during the past year very few complaints have been received concerning its services, responsiveness, or the professional manner in which it performs its hearing and decision-making responsibilities.

PUBLICATIONS:

Statute Establishing the Procedures of the State Board of Arbitration and Conciliation
Uniform Arbitration Act

FINANCES, FISCAL YEAR 1988: 26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit, which amounted to $14,326.41 in FY 88, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

BOARD OF BOILER RULES

JAMES H. McGOWAN, CHAIR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-4303
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 174; *Citation:* 26 M.R.S.A., Sect. 171
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Boiler Rules was established to promulgate rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

ORGANIZATION: Laws pertaining to boilers have been in existence in Maine since 1850. The Board of Boiler Rules was established in 1831. The present Board is comprised of the Chairperson, who is the Director of the Bureau of Labor Standards and representatives of boiler owners, boiler manufacturers, operating engineers, boiler inspectors and insurers, boiler operators, and boiler welders.

The statutes provide for the Board's appointment of a Stationary Engineer's and Boiler Operator's Examining Committee which prepares and conducts examinations to determine the qualifications of persons applying for licenses as boiler operators and stationary engineers.

PROGRAM: The Board of Boiler Rules met five times during FY 88.The Board heard 3 appeals concerning boiler feed water supply systems and discussed rules for power piping , boiler accidents and regulations of welders.

The members were required to address several technical concerns regarding new utility and cogeneration plants being installed. These plants represent new designs and equipment configuration.

PUBLICATIONS: Licenses and permits are issued through the Boiler Division.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $1,816.23 in FY 88 and are, by administrative decision, included with those of the Bureau of Labor Standards.

BOARD OF ELEVATOR AND TRAMWAY SAFETY

JAMES H. McGOWAN, CHAIR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-4301
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1949 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 386; *Citation:* 26 M.R.S.A., Sect. 475

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

ORGANIZATION: The Elevator Law was enacted in 1949 and in 1951 the Board of Elevator Rules and Regulations was established which adopted national standards as rules for new elevator installations and existing elevators.

The Passenger Tramway Safety Board was created in 1961, and merged with the Elevator Board in 1977 to form the Board of Elevator and Tramway Safety.

The Director of the Bureau of Labor Standards serves as the Chairperson. The remaining members represent elevator owners, elevator manufacturers, licensed elevator mechanics, ski area operators, licensed professional engineers, the general public, and the physically handicapped. A representative of the Division of Fire Safety also serves on the Board.

PROGRAM: The Board held four meetings in FY 88. The Board granted three variances to install residential elevators for handicapped persons in light usage buildings. The members addressed many questions concerning handicapped accessibility and reviewed designs of proposed installations of new equipment.

PUBLICATIONS: Licenses and permits are issued through the Elevator and Tramway Safety Division.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $549.77 in FY 1988 and are, by administrative decision, included with those of Bureau of Labor Standards.

BUREAU OF EMPLOYMENT SECURITY

MARY LOU DYER, EXECUTIVE DIRECTOR

Central Office: 20 Union Street, Augusta *Telephone:* 289-2411
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: March 25, 1980

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169; *Citation:* 26 M.R.S.A., Sect. 1082

Average Count—All Positions: 354 *Legislative Count:* 0

Organizational Units:

Appeals Division
Data Processing Division
Unemployment Insurance Commission
Job Service Division
Division of Economic Analysis and Research
Unemployment Compensation Division

PURPOSE: The Bureau of Employment Security is the employment security administrative organization within the Department of Labor. The Bureau provides services to help prevent or reduce the adverse social economic impact of unemployment and underemployment. It operates through a federal-state partnership in which all the expenses of administration of the state programs are borne by the federal government. It is responsible for providing effective services for workers and employers desiring assistance. It develops, collects, and disseminates labor market information. It is responsible for administering the State's Unemployment Compensation Program and related federal programs. It also issues training allowance payments to eligible participants in various federally-sponsored training programs.

ORGANIZATION: The Bureau of Employment Security was originally organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau of Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide employment concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Labor. On July 6, 1978, the Maine Employment Security Commission was reorganized as a higher authority appeal tribunal with limited administrative responsibility; the administrative arm of the organization became an integral part of the Department of Labor directly under the supervision of the Commissioner of Labor. On March 25, 1980, legislation established the Bureau of Employment Security as a separate entity within the Department of Labor. On September 23, 1983 the Employment Security Commission's name was changed to the Unemployment Insurance Commission.

PROGRAM: The Program of this Bureau is implemented through its six component divisions.

Appeals Division. The purpose of the Appeals Division is to hear and decide disputed claims under the unemployment insurance programs, complaints of violations of the Federal Regulations dealing with the Job Service, and complaints under the Job Training Partnership Act. All hearings are held pursuant to provisions of the Administrative Procedure Act. There currently are 10 positions in the division.

The highest priority in fiscal year '87-'88 continued to be education for hearing officers, to assure the highest quality decisions. In the fiscal year ending June 30, 1988, the Appeals Tribunal disposed of 3,216 cases.

The expenditures of this unit amounted to $335,431 in FY 88, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Data Processing Division. The purpose of this division is to provide a total data processing service for the Bureau. It includes, but is not limited to, large scale computer operations, telecommunications, systems/programming, consulting, distributive data processing, data quality control, tape and disk media libraries, computer assisted data entry, operating and proprietary software support, and all appropriate activities associated with the generation and maintenance of these services. It is composed of a Director, and a staff of 15 Analyst Programmers, a clerical, and 8 Computer Operations personnel, and is a support unit for the other Divisions in the Bureau.

Job Service Division. The most important responsibility of the Maine Job Service is to locate suitable employment for job seekers and to provide qualified workers for employers' job openings. Emphasis is placed on services to veterans and other special applicant groups in securing employment. This so-called "Labor Exchange" is a *free* service offered to both applicants and employers.

The Maine Job Service is an integral part of a nationwide network of Public Employment Agencies that receives 100% of its funding from the Federal Government. During this past fiscal year, the Job Service operated 19 local offices located throughout the State.

The Job Service offers a wide variety of services which can be categorized into 2 major programs; an Applicant Services Program and an Employer Services Program. A summary of the major features of each of these programs is as follows:

Applicant Services Program.

Work Registration: A complete work history is collected on every applicant who comes into the Job Service for service. This registration card contains sufficient information to help match an applicant's qualifications against an employer's job requirements. During this program year, the Job Service registered over 56,000 applicants.

Job Placement: Finding suitable jobs for applicants and assisting employers in finding qualified applicants is the most important responsibility of the Job Service. The Maine Job Bank facilitates this placement process by providing a computerized listing of job order information to Job Service staff and job seekers with a statewide inventory of job openings. During this past year, the Job Service made approximately 100,000 referrals which resulted in over 22,000 successful placements. The Job Service also utilizes a computerized Job Matching System. This highly sophisticated system automatically matches people with jobs by encoding special data on the applicant's qualifications and the employer's specific job requirements.

Counseling: Employment counseling is the process whereby a trained counselor works with clients who have problems in the vocational area. Goals are established that will assist and enhance the employment possibilities of the clients. Job Service held over 358 counseling interviews this past year, and administered various aptitude and performance tests to another 2,000 individuals.

Employer Services Program.

In order to place applicants, Job Service puts a great deal of emphasis on getting to know employers and to meet their employment needs. The Employer Services Program includes 3 functions:

Employer Visitation: The objective of this program is to maintain a regular schedule of employer contacts in order to establish a close working relationship with the employers so that they can become acquainted with their specific employment needs. Services were requested from over 6,000 employers.

Exclusive Referral: Approximately 200 of the largest employers in the State have entered into agreements with the local Job Service office whereby the Job Service is the exclusive referral agent for the employer. In effect, everyone hired by that company has to first go through the Job Service. This particular program has proven to be an effective method for placing applicants in jobs, and it has relieved the employers from many of the personnel activities associated with hiring personnel.

Positive Recruitment: This program offers employers the use of Job Service staff and facilities in conducting a major recruitment drive. It has been most helpful to new employers moving into an area who have not yet established a base of operations.

Other Programs.

Veteran's Job Training Act: This is a program in which employers can receive up to $10,000 for training and hiring eligible Vietnam-era or Korean Conflict veterans. The training programs must be occupations in growth industries, new technical skills or where the demand for labor exceeds the supply.

Trade Adjustment Assistance (TAA): The TAA program is administered by the Job Service to provide a full range of employment services to eligible applicants (displaced from their jobs as a direct result of foreign trade). During the time period July 1, 1987 to June 30, 1988, 463 training programs have been approved representing $1,628,610. Seven (7) applicants have used the Job Search and Relocation component at a cost of $5,516.

The expenditures of this unit amounted to $4,396,424 in FY 1988, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Division of Economic Analysis and Research. The Division of Economic Analysis and Research is responsible for developing and maintaining State and area labor market and occupational information programs, and providing the Bureau with economic, management, and actuarial analyses for overall program planning and delivery.

The Division of Economic Analysis and Research consists of 4 distinct operational units: (1) Data Systems and Operations Review, (2) Labor Market Evaluation and Planning, (3) Occupational Outlook and Job Information, and (4) Labor Market Information Field Services. The last section cited consists of staff stationed in 3 different areas in the State serving the needs of the public and private sectors for local labor market analyses.

The program activities involve the disciplines associated with social science and economic research. The results of this research are disseminated to a wide array of users in both the public and private sectors. Data is published as developed and used in functional analyses and studies prepared to assist policy makers and managers in social, economic, and business planning.

Labor Force, Industry Employment Statistics. Survey results were processed, and estimates developed monthly regarding employment for all workers in manufacturing by industry, and wages for production workers in manufacturing by industry for Maine and the Portland and Lewiston-Auburn Standard Metropolitan Statistical Areas. Civilian labor force estimates, including the number of people employed and unemployed, were developed by month on a current basis for Maine and each of Maine's 31 labor markets.

Occupational Statistics. Research was conducted to determine staffing patterns in construction, finance, insurance, real estate, and services industries. Wage surveys were made covering occupations in the Maine pulpwood and logging industry and apple orchards. Results were published, disseminated, and incorporated in the management and delivery of other programs. The Job Hunter's Guide to Maine was updated.

Labor Market Information Field Services. Staff was maintained at the Bureau's local offices in Lewiston, Portland and Bangor and at the administrative office in Augusta to cover the specific labor market information needs of the Department, other public agencies, and a variety of user groups in Maine's 31 labor market areas. Maine employers were assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and for business planning. Special impact analyses were conducted in response to sudden changes in industry employment. Economic analyses highlighting industry trends and outlook were prepared for Maine's educational and employment and training communities.

Management Information. A series of monthly analyses and reports were made to the Executive Director of the Bureau on the activities of the Job Service and Unemployment Compensation programs. Research was conducted on proposals and legislative documents associated with the Employment Security Law. Actuarial research was conducted providing projections of the Unemployment Compensation Fund under various economic assumptions. Other economic projections were made for workload planning.

Census Data Program. In May 1983 the Division was designated as the organization responsible for the State's Census Data Program. The Division provides program management to a statewide network of affiliates offering an information service on U.S. Bureau of the Census materials. The 28 selected affiliates, including public, college, and University of Maine libraries, Regional Planning Commissions, Councils of Governments and other state departments are located from Sanford to Fort Kent. In the program year ending May 31, 1987, the Census Data Center and affiliate network responded to more than 5,000 requests.

On-Line Electronic Data Retrieval System. LABORNET is an electronic reference library and provides easy and ready access to large files of labor market data, including over 100,000 tables of 1980 census data.

The expenditures of this division amounted to $1,290,232 in FY 88, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Unemployment Compensation Division. The Unemployment Compensation Program is intended to partially insure workers against loss of wages during peiods of temporary unemployment. It is not welfare or relief, but is an insurance program for the benefit of qualified unemployed workers. The Unemployment Compensation Division of the Maine Department of Labor, Bureau of Employment Security, is headed by a Divisions Director who is responsible for the operations of 15 local offices and an Interstate claims office.

Unemployment compensation workloads encompassed a wide variety of activities during State of Maine fiscal year 1988. The number of initial claims for unemployment benefits under the regular State program totaled 95,993. There were 487,056 continued claims filed which resulted in $54,642,941 paid under the State Unemployment Insurance (UI) program.

With regard to the Unemployment Compensation for Federal Employees (UCFE) program, 2,811 payments were made and $369,871 was compensated. Former military personnel were paid $315,116 for 2,161 weeks compensated under the Unemployment Compensation for Ex-Service-members(UCX) Program. The Dislocated Workers Benefits(DWB), program is intended to provide benefits to certain qualified workers who have become structurally unemployed and are undergoing training for new jobs. There were 760 initial claims and 6,206 payments for a total of $965,248 compensated under the DWB program.

Special Payment Unit: The Special Payment Unit of the Benefits Section processed 19,715 payments for a total of $2,398,911 in trade readjustment allowances (TRA) as provided under the Trade Act.

Claims Deputies: Claims Deputies in the division's 15 local offices and the Interstate Office rendered 45,067 nonmonetary determinations to adjudicate disputed claims. The number of benefit appeal cases disposed of by the Agency's Adjudication Division totaled 3,142 while an additional 396 cases were heard and disposed of at the Commission's higher authority appeals level.

In the Benefit Payment Control program, utilizing the automated cross-match system of wage record and benefit payment files, 15,839 claim audits were mailed to employers during FY 88. The employers responded with a 96.5% return rate. Fraud investigators and local office claims deputies through a combined effort of using the cross-match, employer protests of charges, anonymous tips, and quality control audits issued 658 determinations relative to fraud and misrepresentation resulting in $323,529 in overpayments. With the assistance from the District Attorney's Office, 16 cases for misrepresentation resulted in court convictions.

The Internet program was designed to cross-match claimants residing out of state and filing for benefits against Maine. Wage records were matched from the filing state against benefit payments. During FY 88, 300 claimants were audited. This resulted in 50 overpayment determinations being issued representing $23,476 in improper payments. Through the cooperation of the Inspector General's Office and the Federal District Court, we convicted 4 claimants for Interstate fraud.

The Unemployment Compensation Division has established a Quality Control Unit for post-review of benefit payments through a random selection of active claims, conducting an in-depth audit of all benefit payments and related procedures relative to the selected claims. The audit is designed to detect any benefit claims which were improperly filed and the results of these audits will be used to further improve operation procedures.

By the end of FY 88, the number of active employer accounts were 31,379 and payroll data submitted by these employers generated a total of 2,359,397 wage items processed by the Wage Record Unit. Field and central office activities produced 10,112 employer status determinations of which 5,859 involved newly liable employer accounts. A total of 1,363 field audits were conducted resulting in a net receipt of$393,557 in under-reported contributions. Net contributions received in FY 88 totaled $76,580,695 and the Fund balance was $135,866,283 as of April 30, 1988.

Eligibility Review Program: The Eligibility Review Program (ERP) provided special assistance eligibility interviews to aid claimants in development of work search plans and the solution of reemployment problems. During FY 88, 25,241 ERP interviews were conducted.

The Unemployment Compensation Division's Cost Model Unit, through the use of accurate workload projections and with factors developed by the Cost Model management studies, provided a scientific base for fiscal and staff management planning and development and control which enabled the division to adjust staff and other resources to changes in workload.

The division's Internal Security Unit is designed to assure management that adequate safeguards are maintained in both the tax collections and benefit payments. The unit monitors both the automated and manual systems on an ongoing basis and develops strategies to prevent and detect improper use of agency resources

Financing the Unemployment System. Both the benefit costs and administrative costs of the Unemployment Insurance Program are financed through a payroll tax on most of the State's employers.

Unemployment Compensation Fund Status—1987: The Unemployment Compensation Fund balance was $132,785,009, as of December 31, 1987.

The expenditures of this unit amounted to $8,551,091 in FY 88 and are, for administrative purposes, included with those of the Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the twelve (12) month period ending June 30, 1988.

PUBLICATIONS:

Publications.

1. Maine Labor Market Digest (Free—Monthly)
2. Civilian Labor Force Estimates for Maine and its Substate Areas ($3.50)
3. Women and Minority Labor Force in Maine ($4.50)
4. Directory of Labor Market Information (Free)
5. Maine Directory of Occupational Licensing ($8.95)

6. Maine Occupational Needs: Outlook to 1995 ($5.00)
7. Maine Occupational Staffing Patterns by Industry: (Free)
    a. Wholesale and Retail Trade, Public Utilities, and Selected Transportation Industries
    b. Manufacturing
    c. Selected Nonmanufacturing Industries
    d. Government
    e. Education
    f. Hospitals
8. Maine Occupational Wages:
    a. Manufacturing Industries ($4.00)
    b. Selected Nonmanufacturing Industries ($3.00)
    c. Hospitals ($2.50)
9. Job Hunter's Guide to Maine ($3.00)
10. Technical Services Monographs (Varying Fees)
11. Employment Situation (Free—Monthly)
    a. Employment Situation Summary (Free-Annually)
12. Maine Occupational Statistics for Affirmative Action Planning, 2 Volumes ($5.00 each)
13. The Maine Employment and Earnings Statistical Handbook ($5.00)
14. The Maine Labor Force to the Year 2000 (Free)

Various minimal fees are assessed for some of the above publications. These fees are based on printing and handling charges only.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,939,504				8,939,504	
Health Benefits	563,080				563,080	
Retirement	1,620,419				1,620,419	
Other Fringe Benefits	40,690				40,690	
Computer Services—Comm.	87,843				87,843	
Computer Services—State	25,847		606,561		-580,714	
Other Contractual Service	2,189,031		51,845		2,137,186	
Rents	991,287		78		991,209	
Commodities	315,516		12,821		302,695	
Grants—Subsidies—Pensions	56,799,906		31,504		5,083,140	51,685,262
Buildings and Improvement	84,995				84 ,995	
Equipment	404,514				404,514	
Interest—Debt Retirement	240				240	
Transfers to Other Funds	101,641		2,701		99,582	-642
TOTAL EXPENDITURES	72,164,513		705,510		19,774,383	51,684,620

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS

JAMES F. NIMON, EXECUTIVE DIRECTOR
JUSTIN SMITH, DEPUTY DIRECTOR FOR PLANNING

Central Office: Old Nurses Bldg.—AMHI, Augusta *Telephone:* 289-3375
Mail Address: Hospital Street, Statehouse Sta. #55, Augusta, Maine 04333

Established: February 2, 1983

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158T; *Citation:* Exec. Order 9 FY 82/83

Average Count—All Positions: 100 *Legislative Count:* 0

PURPOSE: The Bureau is responsible for providing professional and technical services to the Commissioner of Labor, members of the state job training coordinating council (known as the Maine Human Resource Development Council), to the Service Delivery Areas (SDAs), pursuant to the Job Training Partnership Act (JTPA), Public Law 97-300 of 1982, and the Maine Training Initiative (MTI) Law 26 MRSA, Sec. 2005. The Bureau is responsible for developing operational guidelines and procedures for programs conducted under JTPA and MTI across the State. Included among the various management systems are monitoring, fiscal accountability, including allocation of funds and audits, and technical assistance and training.

ORGANIZATION: The Bureau of Employment & Training Programs operates as a division within the Maine Department of Labor. The Bureau is funded through JTPA Federal funds.

PROGRAM: The JTPA program currently provides training activities primarily through two SDAs. One SDA provides training activities to Cumberland County residents. The other SDA serves the citizens of the remaining 15 counties. These activities are funded through the Maine Training Initiative and Title II, Part A & B of JTPA. Title II, Part A, provides classroom training, on-the-job training, customized training, and work experience programs for economically disadvantaged youth and adults. The Maine Training Initiative is an extension of JTPA Title II-A, funding similar programs for a broader group of participants. Title II, Part B, funds are appropriated to conduct summer youth employment programs for economically disadvantaged youth. The Bureau is also responsible for the management and operation of Title III of JTPA—programs for dislocated workers.

PUBLICATIONS: The Bureau of Employment & Training Programs publishes state guidelines, a forms preparation handbook, and planning instructions to Service Delivery Areas. These publications detail the methods of administration and management as well as specific program plans for the subsequent fiscal year. They are public documents available to anyone by writing the Executive Director, Bureau of Employment & Training Programs, Hospital Street, State House Station #55, Augusta, Maine 04333, or by calling (207) 289-3375.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,356,675	3,386			1,353,289	
Health Benefits	83,154				83,154	
Retirement	249,475	614			248,861	
Other Fringe Benefits	7,286				7,286	
Computer Services—State	4,273				4,273	
Other Contractual Service	457,769	51,646			406,123	
Rents	6,307	5,656			651	
Commodities	27,722	206			27,516	
Grants—Subsidies—Pensions	9,716,613	1,621,016	34,500		8,061,097	
Equipment	54,265				54,265	
Interest—Debt Retirement	61				61	
Transfers to Other Funds	85,970				85,970	
TOTAL EXPENDITURES	12,049,570	1,682,524	34,500		10,332,546	

HUMAN RESOURCE DEVELOPMENT COUNCIL

KATHERINE M. GREENLEAF, CHAIR
JAMES F. SIMON, EXECUTIVE DIRECTOR

Central Office: Hospital Street, Augusta *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333

Established: July 1, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 171; *Citation:* 26 M.R.S.A., Sec. 2005

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The major responsibilities of the Maine Human Resource Development Council, as mandated by Public Law 97-300 (The Job Training Partnership Act) and established by Executive Order are broken into three areas:

(1) Advisory
Develop and recommend policy for human resource development activities on a statewide basis.
(2) Coordination
Coordinate activities and linkages with other state agencies and private industry.
(3) Review
Review and certify local human resource development plans written in reponse to the Council's recommendations and make recommendations on these plans to the Governor.

ORGANIZATION: The Maine Human Resource Development Council, authorized by the Job Training Partnership Act of 1982 and by Executive Order 16 FY 86/87, is a 30-member advisory group appointed by the Governor. Membership encompasses representation of the private sector, the legislative, state and local government, local education, organized labor, community organizations, the JTPA—eligible population and the general public.

The Council and its Committees—Executive, Planning and Coordination, Upgrading and Retraining, Youth Services, Targeted Services, and Economic and Human Resource Development—meet throughout the year to formulate job training policy recommendations to the Governor. The Council director reports to the Commissioner of Labor.

PROGRAM: In its first year, the Maine Human Resource Development Council (MHRDC) was charged with seeing that the Governor's six human resource development goals were achieved by recommending to the Governor strategies which will achieve his goals within a single, comprehensive statewide approach to the delivery of all human resource development programs.

Each of the Governor's human resource development goals with related objectives were referred to a committee of the MHRDC. Each committee made recommendations on the action state agencies should take so that each of the Governor's goals and objectives would be achieved. The MHRDC operated a multi-agency planning process so that programs were developed in response to the MHRDC recommendations. The program plans developed by the inter-agency planning teams were combined and published as the "Governor's Human Resource Development Plan." The Plan contains 23 program plans, each with measurable outcomes, describing activities to begin after July 1, 1988, which will result in the achievement of the Governor's goals by June 30, 1989.

PUBLICATIONS:

The Maine Human Resource Development Plan (July, 1988)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Employment and Training Programs.

BUREAU OF LABOR STANDARDS

JAMES H. McGOWAN, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-4291
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1873 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170; *Citation:* 26 M.R.S.A., Sec. 41

Average Count—All Positions: 65 *Legislative Count:* 41

Organizational Units:

Board of Boiler Rules
Board of Occupational Safety and Health
Minimum Wage Rate on Construction Projects Board
Apprenticeship Division
Research & Statistics Division
Commission on Safety in the Maine Workplace
Minimum Wage, Child Labor, Stuffed Toys Division
Boiler, Elevator, Tramway Division
Safety Division
Board of Elevator & Tramway Safety
State Apprenticeship & Training Council
Occupational Safety Loan Review Panel

PURPOSE: The Bureau of Labor Standards was established to assure that work be done in a safe and healthful environment and that workers receive a fair wage for their endeavors. It is responsible for collecting, assorting and arranging statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public. The Bureau enforces State laws regulating the employment of minors, and the payment of wages; State laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of working people.

ORGANIZATION: The nucleus of the Bureau of Labor Standards was established in 1873 as an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature.

In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972 when, in the reorganization of State Government, it became the Bureau of Labor and Industry within the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to the Bureau of Labor.

In 1975 enabling legislation was enacted giving the Bureau authority to enforce safety and health rules and regulations in the public sector. The 108th session of the Legislature required each agency of government to cooperate fully with the Bureau's efforts to compile labor and industrial statistics.

In 1981 the name of the Bureau of Labor was changed to Bureau of Labor Standards. This was necessary because the name of the Department of Manpower Affairs was changed to the Department of Labor.

PROGRAM: The Bureau of Labor Standards is divided into five divisions under the direction of division directors who report to the Director appointed by the Commissioner of Labor. The administration of these are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which, within limitations, regulate the functions.

Reports from each Division follow.

Apprenticeship Division. The Apprenticeship Division is responsible for maintaining correct and up-to-date files on current registered apprenticeship programs and current registered apprentices. The Division assists employers, groups of employers, local unions and committees of employers and employees to establish and maintain apprenticeship programs. The Division cooperates with the Maine Vocational Technical Institute System to establish courses of related training for registered apprenticeships. The Division Director and Apprenticeship Specialist are required to personally visit establishments that request an apprenticeship program to determine what trade or trades and any other necessary criteria the employer may need to successfully implement an apprenticeship program. Periodically the Division Director and Apprenticeship Specialist will visit the establishment after the program has been instituted for compliance checks or to check that the program is being administered according to the standards.

The Maine State Apprenticeship Council was established by act of the Legislature in 1943. In 1979 the name of the Council was changed by act of the Legislature to the Maine State Apprenticeship and Training Council. The Council is recognized by the U.S. Department of Labor as the registration agency for all apprenticeship programs. The Council's Rules and Regulations have been approved by the U.S. Secretary of Labor as being in compliance with the Code of Federal Regulations Title 29, Part 29, and Title 29, Part 30. The Apprenticeship Division exists to implement the directives of the Council. The Council is also the state approving agency for veterans programs in apprenticeship.

The field representatives visited establishments to assist employers with existing programs and to help employers implement new apprenticeship programs. The staff registered 53 new apprenticeship programs and cancelled 16 apprenticeship programs at the request of the establishments. There were 240 new apprentices registered, no apprentices reinstated, and 76 apprentices received their Certificates of Completion from the Council. The staff is responsible for preparing the documents that constitute the Standards of Apprenticeship and the Certificates of Completion that are issued to graduate apprentices.

Research and Statistics Division. The Bureau Director's authority to collect and distribute statistical data concerning the labor and industrial pursuits in the state has been delegated to the Research and Statistics Division. The Division conducts five major programs. Each program performs special studies upon request.

Census of Maine Manufactures: The Census survey collects data relative to the value of products, capital expenditures, exports and imports, and workers covered by union contracts from all manufacturing firms operating in the state. Additional information concerning employment and gross wages is supplied by the Bureau of Employment Security, Division of Economic Analysis and Research. The results are published in the annual *Census of Maine Manufactures.*

Construction Wage Rates: The data collected under the Construction Wage Rate survey are tabulated and published annually in a pamphlet entitled *Maine Construction Wage Rates.* This publication presents the high, median, and low rates by occupation and type of construction.

Labor Relations: The Division conducts an annual survey of local unions operating in the state. Files are also maintained on major contracts, National and Maine Labor Relations Board elections, and work stoppages. The major outputs of these efforts are two publications, the *Directory of Maine Labor Organizations* and *Labor Relations in Maine.*

Occupational Injuries and Illnesses Survey (OSH 200S): This survey is one of two programs conducted in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics. The survey collects data on federally required occupational injury and illness records from a sample of Maine employers. The results are published in the annual *Occupational Injuries and Illnesses in Maine.*

The Division also provides assistance to Maine employers in complying with the U.S. Occupational Safety and Health Administration recordkeeping requirements. This includes distribution of recordkeeping supplies, in-plant and telephone consultation, and recordkeeping seminars. During fiscal 1988, the Division conducted two recordkeeping presentations reaching in excess of 50 employers. In addition, several in-plant consultations were performed for major employers.

Supplementary Data Systems (SDS): This program, which codes selected data from the Employer's First Report of Occupational Injury or Disease, is the second Federal-State cooperative program. The resulting tabulations are published annually in a publication entitled "Characteristics of Work-Related Injuries and Illnesses in Maine."

Division of Minimum Wage, Child Labor and Stuffed Toys. The number of violations increased over the previous year but the amount of unpaid wages paid back by employers who were found to be in violation continued to increase substantially. A total of 321 complaints of unpaid wages and illegal deductions were investigated by this Division which resulted in $120,254.13 in back wages paid to employees. Three complaints against employers were filed in court for this type of violation during the past year.

A total of $28,274.38 was paid to 96 employees from the Wage Assurance Fund when employers went out of business and left no assets with which to pay the employees their final wages.

During the past year, $19,805.85 was paid to employees by employers who were in violation of the law for not paying the required minimum wage and overtime.

To date, a total of $1,789,567.36 has been paid for 1987-88 by employers in severance pay that is due when an employer who has employed 100 or more people relocates or terminates operations. There are currently several severance pay cases in the courts.

There were 10,056 work permits approved for the employment of minors, over 3,800 more than last year at this time.

There were 691 certificates issued to manufacturers and importers of stuffed toys to sell their items in the State of Maine and 712 registrations issued for manufacturers or importers of bedding and upholstered furniture.

The following is a statistical summary of Division activities:

Inspection	10,644
Violations, Total	7,796
Work Permits Approved	10,056
Minimum Wage & Overtime Paid to Employees	$19,805.85
Unpaid Wages & Vacation Pay	$ 120,254.13
Registration Fee, Bedding	$ 21,096.49
Registration Fee, Stuffed Toys	$ 21,425.00
Severance Pay Paid to Employees	$1,789,567.36
Wage Assurance Paid to Employees	$ 28,274.38

Boiler, Elevator, Tramway Division (Labor). The purpose and objectives of this Division is to protect the citizens and visitors of the State from unnecessary mechanical hazards in the operation of boilers, elevators and tramways by ensuring that reasonable design and construction are used; accepted safety devices are provided for; personnel employed in the installation, repair, inspection and operation are trained and qualified; periodic maintenance, inspections and repairs are made which are deemed essential for their safe use; and that the statutes and rules formulated by the Board of Boiler Rules and the Elevator and Tramway Safety Board are enforced.

The Boiler Division was established in 1935 and the Elevator Division in 1951. In 1968 the same individual was appointed director of both divisions. Tramway responsibilities were added in 1977. The inspectors are qualified to inspect and perform duties related to each area.

Boiler responsibilities are divided into three areas, Boiler Inspection and Certification, Welder Qualification and Certification, Boiler Operators and Stationary Engineers Examining and Licensing.

Boiler Inspection and Certification: This program has been most active in the certification of new utility and cogeneration plant installations. Design changes and technological advances have raised questions which affect National Standards and the need for solutions. The large number of new plants scheduled for installation in Maine has placed the State in the position to address these problems before other jurisdictions. The Division has attempted to become knowledgeable in all areas of concern and provide input to National Standards Committees.

Welder Certification: As the changes in welding technology and demand for certified, qualified welders increase, the Division's workload is being directly affected, both in numbers and technological expertise.

Boiler Operations and Stationary Engineers: Applications for examination for all classes of licenses have increased over the year.

The Division, in support of the above activities, has also increased its educational and speaking engagements in order to inform those in the boiler industry of the requirements for boiler and pressure vessel fabrication, installation, operation, inspection and repair. A four-day seminar at the Maine Mairtime Academy has attracted international attention and the fourth annual event enrolled over 160 participants. Staff members served on several vocational schools' and institutions' advisory committees and spoke to several professional organizations and students attending technical and engineering schools.

The Elevator and Tramway Safety program continues to address the increase in new installation of elevators and tramways (ski-lifts). New technology has also affected the design of this equipment. The staff has attempted to keep abreast of the changes.

Pertinent statistics for the fiscal year ending June 30, 1988 are as follows:

Boilers: approximately 3,000 in Maine are covered by The Statutes

Insurance Company Inspection Reports	3,312
State Inspector Boiler Reports	170

Boiler Certificates Issued		3,385
Boiler Inspector Examinations		10
Boiler Inspector Certificates Issued		20
Welder Certificates Issued New/Reissue		1,041
Weld Tests Examined		250
Engineer and Operator Examinations		672
Engineers Licenses Issued		657
Operators Licenses Issued		684
National Board Shop Surveys		8
Income	$40,484.00	
Boiler Codes	523.00	
Boiler Travel	354.20	
Total Income	$41,361.20	

Elevators and Tramways: approximately 2,000 in Maine are covered by The Statutes

Tramway Certificates Issued		73
Tramway Inspection Reports		77
Wire Rope Inspection Reports		37
New Tramways Installed		4
Elevator Certificates Issued		2,046
Elevator Inspection Reports		2,010
Safety Test Reports		458
Elevator Plans Approved		113
New Elevators Installed		107
Elevator Mechanics Licenses Issued		95
Elevator Mechanics Exams Given		18
Escalator Reports		9
New Escalators Installed		0
Lift Reports		6
Vertical Lift Reports		19
Vertical Lift Plans Approved		9
New Vertical Lifts Installed		5
Incline Lift Reports		30
Incline Lift Plans Approved		21
New Incline Lifts Installed		14
Incline & Vertical Certificates Issued		94
Income	$101,140.47	
Elevator Codes (30)	168.99	
Elevator Travel	2,135.28	
Total Income	$103,443.75	

Safety Division. The Division consists of five programs involving safety and health issues. The staff includes a Division Director, seven clerical, and 15 field people.

The enforcement program is responsible for enforcing the Rules and Regulations adopted by the Occupational Safety and Health Board in the Public Sector.

Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Safety Division visit places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision. Citations requiring corrections are issued when violations of the regulations are found.

A 7-C-1 Consultation Contract with the Federal Occupational Safety & Health Administration was signed in October, 1978. Under this program four Consultation Officers have been assigned to conduct consultative inspections for private industry upon request. The purpose of the program is to inspect, issue citations, and consult without penalties so that conditions may be corrected prior to an enforcement inspection by Federal Compliance Officers.

The Chemical Substance Identification Law program staff conducts training programs in the public and private sectors. These include training in the workplace, informational programs, and inspections. The staff provides training aids and material safety data sheets to employers and employees, and assists the Department of Human Services with the public right-to-know law.

A training contract was signed with the United States Mine Safety and Health Administration which became effective January 1, 1984. The purpose of this program is to train employers and employees involved in sand, gravel, and mining operations.

The Education and Training Unit funded 17 occupational safety and health training proposals by private entities. Some of the topics funded include back schools, the hazards of solvents for painters, health effects of pesticides, and safe trenching operations.

Additional resources have been utilized to emphasize and increase the training provided to employers and employees. The Division provided speakers for meetings, conducted training programs, and assisted with the annual Maine Safety and Health Conference.

The pertinent statistics for FY 88 are as follows:

Total number of visits		1,881
State Agencies		384
Municipalities		564
School Districts		198
Water/Sewer Districts		99
Counties		29
Consultation Assistance		410
Chemical Substance Inspections		177
Employees Trained	Mining Program	2,826
	Chemical Program	5,880
	Training & Education	1,995
Citations Issued		5,809

LICENSES, PERMITS, ETC.:

Boiler Inspection Certificates
Boiler Inspectors Certificate of Authority
Boiler Operators License
Boiler Operator Permit
Boiler Engineer License
Welders Certificate of Qualification
Elevator Inspection Certificate
Tramway Inspection Certificate
Elevator Inspectors Certificate of Authority
Tramway Inspectors License
Wire Rope Inspector Qualification
Elevator Mechanics License
Registration: Bedding & Stuffed Toys
Permit: Learner Permit for Sub-minimum Wages, Handicapped Workers, Employment of Minors.
Certificates of Completion for Apprentices.

PUBLICATIONS:

Maine Labor Laws—available at $5.00 per copy
Guide to Maine Minimum Wage Law, BL No. 62 Rev. 12 (free)
Maine Labor Laws Specifically Applicable to Youth, BL No. 477 (free)
Hazardous Occupations and Operations Subject to a Minimum Age of 18 Years, BL No. 1 Rev. 4 (free)
Bedding; Upholstered Furniture Law, BL No. 39 (free)
Stuffed Toy Law, BL No. 450 (free)
Work Permits and Certificates of Age, BL No. 35, Rev. 8 (free)
Boiler Rules and Revised Boiler Law ($1.00)
Elevator and Tramway Rules of Maine ($4.00)
Census of Maine Manufactures, annual, free, mailing list maintained
Characteristics of Work-Related Injuries and Illnesses in Maine, annual, free, mailing list maintained.
Directory of Maine Labor Organizations, annual, free, mailing list maintained.
Occupational Injuries & Illnesses in Maine, annual, free, mailing list maintained.

Labor Relations in Maine, annual, free, mailing list maintained.
Maine Construction Wage Rates, annual, free, mailing list maintained.
Rules Relating to Labor Standards for Registration of Apprenticeship Programs, Maine Department of Labor (free)
Rules Relating to Labor Standards for Equal Opportunity for Employment of Women & Minorities in Registered Apprenticeship Programs, Maine Department of Labor (free)
Apprenticeship Program Facts (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,230,628	916,306	175,413		138,909	
Health Benefits	77,467	52,983	13,434		11,050	
Retirement	218,478	161,621	31,416		25,441	
Other Fringe Benefits	8,115	5,059	1,371		1,685	
Computer Services—State	6,088	3,216	242		2,630	
Other Contractual Service	384,095	163,234	160,819		60,042	
Rents	21,766	482	4,988		16,296	
Commodities	30,644	11,964	10,102		8,578	
Grants—Subsidies—Pensions	26,854	40	26,814			
Equipment	50,547	688	18,589		31,270	
Transfers to Other Funds	19,245		10,554		8,691	
TOTAL EXPENDITURES	2,073,927	1,315,593	453,742		304,592	

MAINE LABOR RELATIONS BOARD

WILLIAM M. HOUSTON, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2015
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 180; *Citation:* 26 M.R.S.A., Sect. 968
Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The Maine Labor Relations Board was established to further harmonious labor-management relations through the effective and efficient administration of Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, the University of Maine Labor Relations Act, the Judicial Employees Labor Relations Act and the Panel of Mediators.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under the Municipal Public Employees Labor Relations Act (PELRA), the State Employees Labor Relations Act (SELRA), the University of Maine Labor Relations Act (UMLRA), and the Judicial Employees Labor Relations Act (JELRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections to name the bargaining agent for the various bargaining units under all four Acts. The PELRA, SELRA, UMLRA, and JELRA create impasse-resolution procedures which are administered by the Board and consist of mediation, fact finding, interest arbitration and, in the case of judicial employees, an option for mediation-arbitration.

The Board and its Executive Director are responsible for the administration and assignment of members of the Panel of Mediators. This applies to both public and private sector; however, the impasse resolution procedures of fact finding and interest arbitration are limited to the public sector under the PELRA, SELRA, UMLRA, and JELRA. In the event employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under the PELRA, SELRA, UMLRA, and JELRA. As of October 1, 1976, amendments to the UMLRA included employees of the Maine Maritime Academy. County employees were extended collective bargaining rights under PELRA pursuant to legislation enacted by the 110th Legislature in the fall of 1981 while judicial department employees were covered under the Judicial Employees Labor Relations Act which became effective July 25, 1984.

Unfair labor practices, referred to as 'prohibited acts,' in the PELRA, SELRA, UMLRA, and JELRA are the Board's responsibility to adjudicate when alleged violations have occurred. Subordinate to the foregoing statutory functions of the Board is an education and information function intended to familiarize practitioners with the provisions of the PELRA, SELRA, UMLRA, and JELRA and to advise them of the rules and procedures employed by the Board.

ORGANIZATION: The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act of 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board became the Maine Labor Relations Board and acquired responsibility for administering the Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, and the Panel of Mediators. In 1976 statutory amendments required the Board to administer the University of Maine Labor Relations Act as of July 1, 1976, and amendments covering employees of the Maine Maritime Academy as of October 1, 1976. Bargaining rights were extended to county employees in September of 1981 and to judicial department employees in July of 1984. The restructuring of the Department of Labor and Industry to the Bureau of Labor in 1975 was commensurate with the change in designation from Public Employees Labor Relations Board to Maine Labor Relations Board. The MLRB initially consisted of three members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chairman. These members, and their alternates (provisions for whom provisions were made in subsequent legislation), are appointed by the Governor and serve for terms of four years.

PROGRAM: The municipal sector continues to be the most diversified and most active of all sectors utilizing the services of the Maine Labor Relations Board. During FY 88, voluntary agreements relative to bargaining units were received from 24 public entities, compared with 19 in the prior fiscal year, in spite of the fact that organizational efforts have saturated much of the municipal, educational and state sectors. Thirty unit determination or clarification petitions were filed during FY 88, compared with 14 such filings in FY 87.

There were 20 election requests received by the Board in FY 88. In addition to this, the Board received 9 decertification/certification or straight decertification requests. With respect to election activities, there were 32 election requests in all requiring attention during the fiscal year; this compares with 36 in FY 87 and 31 in FY 86. In all, Board officials conducted 19 on-site elections pursuant to the various petitions filed. Seven matters were withdrawn or dismissed and the remainder were either awaiting the scheduling of election or awaiting resolution of a unit determination proceeding. Communities and public entities involved ranged from the Aroostook County Sheriff's Department to the Biddeford School Custodians, to the Madawaska Educational Support Staff, and to the Hallowell Police and Public Works Department. A total of 26 public entities across the state were involved in Board-held elections during the fiscal year.

The activities of the Panel of Mediators are summarized for purposes of thsi report and are more fully reviewed in the Annual Report of the Panel of Mediators submitted to the Governor as required by statute. The number of new requests this fiscal year receded to 88 from the record number of 120 filed in FY 87. However, there were 48 carry-over matters from the record FY 87 filings which required mediation activity in FY 88. Among the filings were three under the Maine Agricultural and Bargaining Law, which was amended in FY 87 to insert the Panel of Mediators in the contract dispute mechanism between processors and producers who are subject to that statute. A member of the Panel of Mediators successfully assisted the parties in two negotiations involving **Interstate Food Processing Corp.** and **McCain Foods, Inc.** and the council representing their contract producers. The success ratio for the Panel has exceeded 70 percent of matters handled by its members over the past several years. The success rate in FY 88 reached 82 percent for matters filed in that year which had completed the mediation process; the FY 88 success ratio matches the previous high achieved in FY 85.

Fact-finding is the second step in the three-tiered process of statutory dispute resolution. Beginning in Fiscal Years 1984 and 1985 requests for fact-finding began declining from the levels of earlier years. In FY 1988 there were 15 fact-finding requests filed. Prior to 1984 fact-finding requests ranged from 28 in FY 82 to the record level of 49 filings in FY 81. The range in the Fiscal Years 1984 through 1988 has been 11 filings in FY 85 to 19 in FY 86.

The Board received 17 prohibited practice complaints in FY 88. This compares to 22 cases in FY 87 and 25 cases in FY 86. The administration and processing of these complaints involves both the Board and its staff in the details of docketing, arranging hearings before the Board members, processing prehearing conferences, arranging for hearing locations, scheduling posthearing memoranda, meeting for deliberation of cases, research, and preparation involved with the decisions themselves.

During the past year, the Maine Labor Relations Board had requests for services in the many areas of responsibility under the various statutes that it administers or under which it has a role. Among the requests were two novel referrals involving the State Panel of Mediators which are discussed in more detail in the Annual Report of the Panel of Mediators. One of them arose under the Judicial Employees Labor Relations Act and involved the "med/arb" provision of that statute, while the other occurred under recent amendments to the Agricultural Marketing and Bargaining Law which assigned certain mediation functions under that law to the Panel of Mediators. During the fiscal year, there were no legislative initiatives which seriously impacted the jurisdiction or functions of the Board, although a few matters occasioned comment by the Executive Director or staff through appearances at Committee hearings, written submissions or attendance at workshops.

While there were no dramatic legislative initiatives during the year affecting the jurisdiction or operation of the Labor Board, the Second Regular Session of the 113th Legislature did enact several bills to fund various collective bargaining agreements. Funded were agreements between the Vocational-Technical Institute System and bargaining units represented by the Maine State Employees Association and the Maine Teachers Association; Private & Special Laws, Chapter 100 (March 30, 1988) and Private & Special Laws, Chapter 103 (April 1, 1988) respectively. The Legislature also funded contracts reached between the Judicial Department and representatives of its employees (Chapter 776, Public Laws of 1988). The Legislature also confirmed its intent to raise the per diem of the State Panel of Mediators to $100 per day effective July 1, 1988 (Chapter 786, Public Laws of 1988).

PUBLICATIONS:

The Municipal Public Employees Labor Relations Act
The State Employees Labor Relations Act
The University of Maine Labor Relations Act
The Judicial Employees Labor Relations Act
The Rules and Procedures of the Maine Labor Relations Board

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	231,763	231,763				
Health Benefits	10,017	10,017				
Retirement	44,968	44,968				
Other Fringe Benefits	1,353	1,353				
Computer Services—Comm.	7,025	7,025				
Other Contractual Service	33,092	33,092				
Commodities	2,348	2,348				
TOTAL EXPENDITURES	330,566	330,566				

PANEL OF MEDIATORS

EXECUTIVE DIRECTOR, MAINE LABOR RELATIONS BOARD

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2015
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 187; *Citation:* 26 M.R.S.A., Sect. 892
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Panel of Mediators was established to assist in effectuating the public policy of the State of Maine to provide a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. Mediation procedures, as provided in the statute, shall be followed whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

ORGANIZATION: The Panel of Mediators, originally established in 1951, came under the administrative auspices of the Public Employees Labor Relations Board in 1973, at which time the number of members on the Panel was increased from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently eight appointees to the Panel of Mediators.

PROGRAM: The past fiscal year was marked by a decline in mediation requests from the record number of filings in the previous fiscal year. The year was also marked by the first use of the Panel of Mediators under the provisions of the Maine Agricultural Marketing and Bargaining Law. This statute was amended in 1987 to provide a referral to the Panel in disputes between producers and processors of agricultural products.

The year was also marked by the first use of the "med-arb" provisions of the Judicial Employees Labor Relations Act which provides the assigned mediator to proceed with interest arbitration if parties refuse to accept the mediations proposed settlement terms. Under the "required mediation" provisions of the Agricultural Bargaining law and the "med/arb" process of the Judicial Employees Labor Relations Act, the per diem and expenses of the mediator and the mediator/arbitrator are shared by the parties, rather than being charged to the State as is the case in the typical labor mediation performed by the Panel of Mediators or as is required in "voluntary mediation" under the Agricultural Bargaining Law.

New mediation requests received during FY 1988 leveled off to eighty-eight (88), down appreciably from the record filings in FY 1987 of one hundred twenty (120). However, the number of filings in FY 1988 is consistent with the level of filings over the past 10 years (other than FY 1987), which ranged from 72 in FY 1984 to 98 filings in FY 1986. The decline in new filings did not signify a lessening of the workload of Panel members since there were an unusually large number of mediations carried over to FY 1988 from the record filings received in FY 1987—a significant percentage of which were filed in the last quarter of that year. There were forty-eight (48) matters carried over from FY 1987 that required mediation activity in FY 1988. Thus, the number of matters filed, pending, and requiring attention in FY 1988 reached a total of one hundred thirty-six (136).

There have been repeated positive comments from practitioners and users regarding the quality and competence of various State mediators. The competence of the Panel is reflected by the 82% settlement rate achieved by the Panel for matters filed in FY 1988 which had completed the mediation process. This rate matches the record settlement rate achieved in FY 1985 and exceeds the settlement ratio of 77%—the second highest rate ever achieved—in FY 1987. The remarkable success of the efforts of the Panel of Mediators in recent years is reflected in the settlement rate for the past several fiscal years when it has exceeded 70% of the matters mediated, a rate considerably in excess of the settlement rate for the years 1975-1981.

Both the success and effectiveness of the members of the Panel of Mediators was recognized by the passage of L.D. 64, "AN ACT to Increase the Compensation of Mediators under the Municipal Public Employees Labor Relations Act." This legislation, enacted as Chapter 468 of the Public Laws of 1987, raised the per diem rate from $75 to $100 effective July 1, 1988.

FINANCES, FISCAL YEAR 1988: 26 MRSA, Sec. 965, Sub-section 2, ¶C provides that expenditures of this unit, which amounted to $21,484.73 in FY 88, shall be borne by the Maine Labor Relations Board and are, therefore, included in its financial display.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

JOHN FITZSIMMONS, CHAIRPERSON
SUSAN W. BROWN, EXECUTIVE DIRECTOR

Central Office: 57 Winthrop Street, Hallowell *Telephone:* 289-2331
Mail Address: Statehouse Sta. #71, Augusta, Maine 04333
Established: August, 1978 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 184; *Citation:* 26 M.R.S.A., Sect. 1452
Average Count—All Positions: 4 *Legislative Count:* 3

PURPOSE: The MOICC was established to coordinate and support the development, maintenance and operation of a comprehensive career, occupational and economic data-based system, and to promote communication, coordination, and cooperation among those agencies responsible for vocational education, and employment and training programs, as well as for economic development activities, through the use of the system. The One Hundred and Twelfth Legislature, in its first regular session, also called upon the MOICC to facilitate the use of career and occupational information through promotion and support of career education programs and activities in both school and nonschool settings. In its second regular session the 112th Legislature mandated that the MOICC serve as the standard principal source of occupational information for vocational and technical program planning, and as a principal source of information for the career counseling of VTI students.

ORGANIZATION: The MOICC was created through the Federal Education Amendments of 1976. Its mandate was subsequently broadened through the enactment of the Youth Employment and Demonstration Projects Act of 1977, the Career Education Incentive Act of 1977, and the Comprehensive Employment and Training Act, as amended in 1978. Executive Orders by Governors Longley and Brennan signed in 1978 and 1979 further mandated the establishment of the Committee. In May, 1982 the Governor signed into law a bill establishing the MOICC, and designating its membership. The statutory members consisted of the Commissioners of the Departments of Labor, Educational and Cultural Services, and Human Services, and the Director of the State Development Office. In accordance with the provisions of legislation passed in the One Hundred and Twelfth and One Hundred and Thirteenth Legislatures, the membership was expanded to include the Director of the State Planning Office and the Chairs of the State Board of Education, the Vocational Technical Institute Board of Trustees, and the Maine Human Resource Development Council. The 113th Legislature abolished the State Development Office (SDO) and authorized the Department of Economic and Community Development (DECD) to assume its functions. The Commissioner of DECD replaced the Director of the SDO as a statutory member of the MOICC. Although not prescribed in the law, two advisory committees, the Steering Committee and Technical Advisory Committee, have been retained as part of the overall structure of the MOICC. The law also designates the Commissioner of the Department of Labor as the Committee's Chairperson. Under both Federal and State law, the intent is not to make the MOICC a data collection or generation agency, but rather to coordinate the development and maintenance of a comprehensive career and occupational system of information built upon existing sources of data to meet the common needs of the member agencies.

PROGRAM: During FY 88, the Career Information Delivery System (CIDS) served approximately 50,000 individuals at 105 sites throughout the State. The majority of the sites were secondary schools, but other sites included the campuses of the University of Maine, JTPA Service Deliverers, selected Vocational Rehabilitation sites, a youth correctional institution, and Vocational-Technical Institutes. In addition, other career information products were distributed to elementary and junior high schools throughout the State. The computerized version of CIDS consists of various cross-referenced data files containing information on educational institutions, occupational descriptions and trends, military training opportunities, and financial aid. The information in all the files is national, state, and local in scope.

The computerized Occupational Information System, containing occupational supply, demand and related information, which was developed by the MOICC in 1983 to serve vocational administrators and planners, continued to be used by the Bureau of Vocational Education and the Vocational Technical Institutes in planning programs attuned to labor market trends.

As part of its services, the MOICC continued the operation of the Work Education Resource Center. The Center, located at the MOICC office in Hallowell, contains the most extensive collection of career education and information materials in the State. The publications and materials at the Center were made available on a loan basis to over 80 schools and agencies throughout the course of the year.

An eighth grade career education curriculum entitled PLANNING TO REALIZE EDUCATION POTENTIAL (P.R.E.P) was initiated during FY 88. This program is a joint effort between the Department of Educational and Cultural Services and MOICC. Its goal is to assist eighth grade students in exploring their career and education options. The materials include curriculum packets, computer software, and print and audiovisual aids. Forty-six schools participated in the training sessions during FY 88. The goal is to train personnel in 45 schools during FY 89 and 45 more in FY 90.

In the closing week of fiscal 1988, the MOICC, with the Maine Career Education Consortium, jointly sponsored the tenth annual Career Education/Career Information Conference. This event brings together teachers and counselors from all over the State to discuss topical issues relating to career education and career counseling, to review the latest technological and other developments in this field, and to listen to speakers who have a great deal of expertise and are noted for their achievements in various related areas.

PUBLICATIONS:

The CIDS Secondary Education Guide—No Fee
The CIDS Peer Facilitation Guide—No Fee
The Maine Job Box—No Fee
The MOICC Newsletter—No Fee
Adults in Transition Newsletter—No Fee

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	134,212	103,150			31,062	
Health Benefits	5,935	4,763			1,172	
Retirement	18,560	18,560				
Other Fringe Benefits	874	319			555	
Computer Services—State	19,188	19,188				
Other Contractual Service	272,709	74,825	190,803		7,081	
Rents	1,845	620			1,225	
Commodities	21,781	12,905	163		8,713	
Grants—Subsidies—Pensions	85,500	74,000			11,500	
Equipment	3,157		3,157			
Interest—Debt Retirement	2	2				
Transfers to Other Funds	9,355		7,407		1,948	
TOTAL EXPENDITURES	573,118	308,332	201,530		63,256	

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

JAMES H. McGOWAN, CHAIR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2591
Mail Address: Statehouse Sta. #45, Augusta 04333
Established: 1975 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 179; *Citation:* 26 M.R.S.A., Sect. 564
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions in places of public employment provided by the State, state agency, county, municipal corporation, school district or other public corporation or political subdivision.

The rules and regulations so formulated must conform as far as practicable with nationally recognized standards of occupational safety and health. A public hearing must be held after suitable notice has been published prior to the adoption of regulations.

ORGANIZATION: The Board of Occupational Safety and Health was created in 1976. It consists of ten members, nine appointed by the Governor and one being the Director of the Bureau of Labor Standards.

The Bureau of Labor Standards is empowered to enforce the rules and regulations adopted by the Board.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Bureau's Safety Division visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivisions. Citations requiring corrections were issued when violations of the regulations were found.

PUBLICATIONS:

Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

MAINE UNEMPLOYMENT INSURANCE COMMISSION

GERARD P. CONLEY, CHAIRMAN

Central Office: 175 Lancaster Street, Portland *Telephone:* 879-4200
Mail Address: 175 Lancaster Street, Room 220, Portland, Maine 04101
Established: 1936 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 172; *Citation:* 26 M.R.S.A., Sect. 1081
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Maine Unemployment Insurance Commission was established to hear higher authority appeal cases involving disputed claims for unemployment compensation benefits. The Commission may amend or rescind rules, require reports, make investigations, and take other actions as necessary or suitable.

ORGANIZATION: The Maine Unemployment Insurance Commission consists of three members; a representative of labor; a representative of employers; and a representative of the general public who is the chairman of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee on Labor and to confirmation by the Senate, and hold office for a term of six years.

PROGRAM: The Unemployment Insurance Commission conducted adjudicated hearings in all parts of the State in FY 88. The Commission traveled to 16 separate local unemployment offices in an attempt to minimize travel difficulties that might prevent claimants and employers from pursuing their rights to a fair hearing. In addition, the Commission also introduced telephone hearings into its hearing procedures. Consequently, cases may be heard in a more timely fashion in areas of the State where caseloads warrant only infrequent visits. More importantly, through the use of telephone hearings, split hearings are avoided and both parties are able to have direct confrontation.

By far, the largest number of cases that come before the Commission during the fiscal year were disputed unemployment benefit appeals. The Commission also must consider waiver of overpayment requests pursuant to 26 M.R.S.A., 1051, 5. Also, the Commission has held hearings for tax offsets, under 36 M.R.S.A., Section 5276, A.

In accordance with 26 M.R.S.A., Section 1044.2, the Commission must also consider attorney fees charged to claimants and fees paid by the Bureau as a result of Court action. Another major responsibility of the Commission is considering Unemployment Tax Assessment appeals. Further, the Commission, pursuant to 26 M.R.S.A., Section 1251, 1, has the responsibility to determine, after public hearing, the seasonality periods of seasonal industries.

In addition to its adjudicatory duties, the Commission, in accordance with 26 M.R.S.A., Section 1082, 2 may adopt, amend or rescind rules and regulations which govern Employment Security matters.

Looking toward FY 89, the Commission anticipates an increased demand in its adjudicatory function and the need to promulgate new regulations in several areas.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

MINIMUM WAGE RATE ON CONSTRUCTION PROJECTS BOARD

JAMES H. McGOWAN, DIRECTOR, BUREAU OF LABOR STANDARDS

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-4313
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 182; *Citation:* 26 M.R.S.A.. Sect. 1307
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: Under the Prevailing Wage Rate Law, the Director of the Bureau of Labor Standards has responsibility to set minimum wage rates for construction occupations on State-funded public works contracts costing more than $10,000. This responsibility has been delegated to the Research and Statistics Division. Any person affected by such a determination may appeal to the Minimum Wage Rate on Construction Projects Board by filing a written notice within ten days of the date the determination was filed with the Secretary of State. The Board then hears appeals and renders a decision as to whether to confirm, revise, or amend the minimum wage rate determination.

ORGANIZATION: The Minimum Wage Rate on Construction Projects Board consists of 5 members, 4 of whom are appointed by the Governor, to serve at the will and pleasure of the Governor. The appointments represent one from labor engaged in the building trades, one from labor engaged in the highway and heavy construction trades, one from the highway and heavy contractors, and one from the building contractors. The Director of the Bureau of Labor Standards is an ex officio member. The term of each member shall be for a period of 4 years. The members of the board serve without compensation.

The Legislature eliminated the Board and assigned the responsibility for hearing appeals to the Commissioner of Labor. The Director of the Bureau of Labor Standards can assemble an ad hoc advisory board similar in make-up to the current Board.

PROGRAM: During the year there were 218 wage determinations filed. The total cost of these projects was nearly $34,000,000. Building construction, with 151 determinations and a total contract value of $22,900,000, was the area with the most activity. Highway construction (41 projects worth $8,200,000) and heavy and bridge construction (26 at $3,000,000) trailed. During FY 1988, there were six wage complaints.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

LEGISLATURE

CHARLES P. PRAY, PRESIDENT OF THE SENATE
JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: Statehouse, Augusta, *Floor:* 3
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333
Telephone: Senate 289-1540
House 289-1400
Established: 1820
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 260; *Citation:* Maine Constitution, Article IV

Organizational Units:
- Senate
- House of Representatives
- Legislative Council
- (Office of) Executive Director of The Legislative Council
- (Office of) Revisor of Statutes
- (Office of) Fiscal and Program Review
- (Office of) Policy and Legal Analysis
- Law and Legislative Reference Library
- Maine-Canadian Legislative Advisory Office

PURPOSE: "To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States."

Maine Constitution, Article IV,
Part Third, Section 1

ORGANIZATION: The organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by legislative rules. At present, the Senate consists of 35 members, each of whom is elected from a single member district; and the House of Representatives consists of 151 members, each of whom is elected from a single member district. The Legislature is organized into 18 Joint Standing Committees by joint rule. Current Joint Standing Committees are: Aging, Retirement and Veterans; Agriculture; Appropriations and Financial Affairs; Audit and Program Review; Banking and Insurance; Business Legislation; Education; Energy and Natural Resources; Fisheries and Wildlife; Human Resources; Judiciary; Labor; Legal Affairs; Marine Resources; State and Local Government; Taxation; Transportation; and Utilities. In addition, one joint select committee—the Joint Select Committee on Corrections—was established by Joint Order and functioned throughout the 113th Legislative biennium.

PROGRAM: The 113th Legislature met in its second regular session from January 6, 1988 to May 5, 1988.

During this session the Legislature considered 832 legislative documents, including bills, resolves, constitutional resolutions, new drafts and initiated bills. 361 bills and 38 Resolves were chaptered into law and one constitutional resolution was adopted.

PUBLICATIONS:

Legislature, State of Maine: Senate and House Registers.

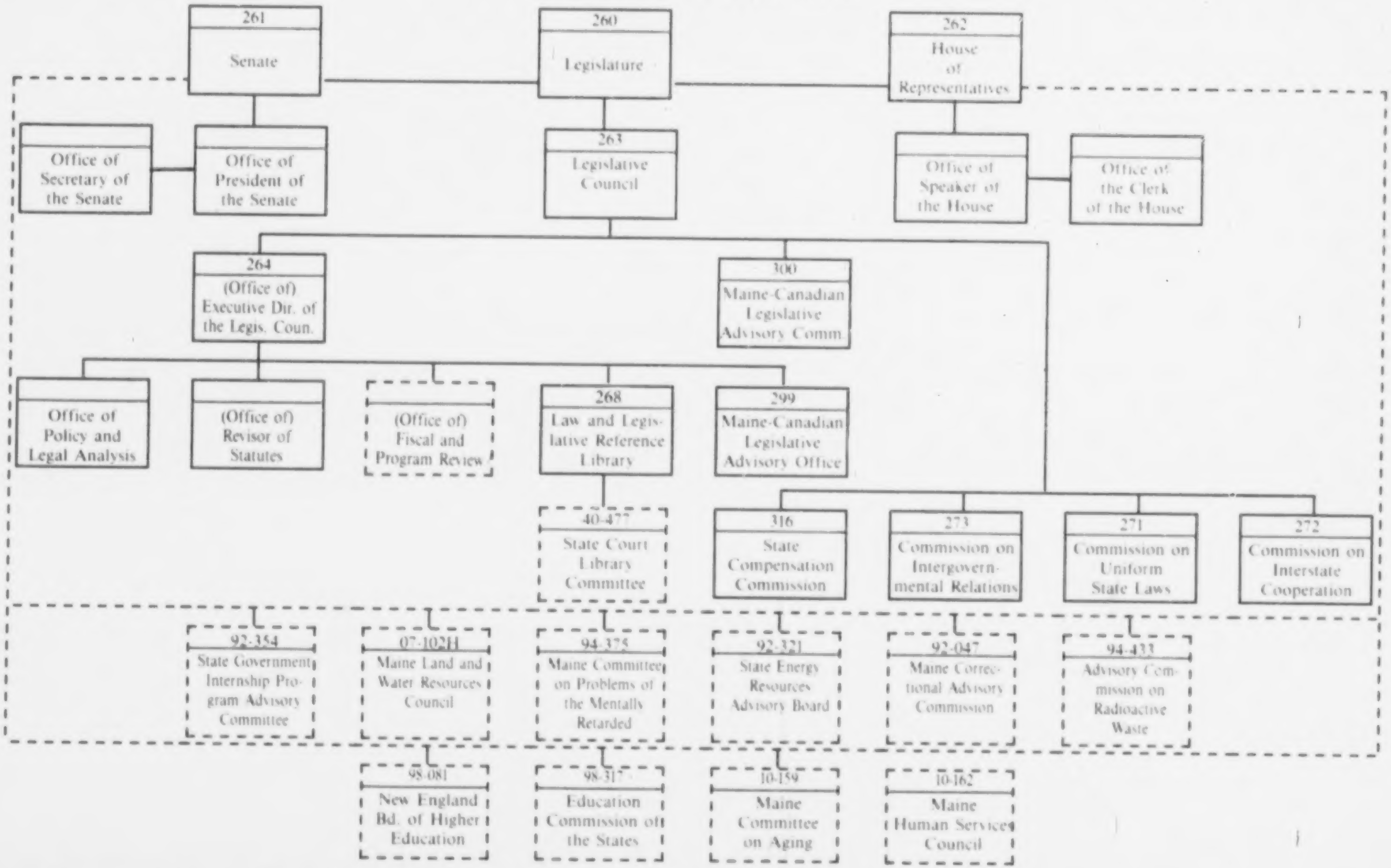
Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

Charles P. Pray
President of the Senate

John Martin
Speaker of the House
of Representatives

ORGANIZATIONAL CHART
LEGISLATIVE DEPARTMENT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New England Bd. of Higher Education
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Education Commission of the States
10-159
Maine Committee on Aging
10-162
Maine Human Services Council

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
LEGISLATIVE DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,506,034	5,503,889	2,145			
Health Benefits	454,893	454,893				
Retirement	968,352	968,352				
Other Fringe Benefits	28,699	28,699				
Other Contractual Service	4,790,016	4,780,638	8,248	1,130		
Rents	237,591	237,441	150			
Commodities	160,598	160,598				
Grants—Subsidies—Pensions	95,500	95,500				
Equipment	112,497	112,497				
Interest—Debt Retirement	457	457				
Transfers to Other Funds	1,409	85	1,266	58		
TOTAL EXPENDITURES	12,356,046	12,343,049	11,809	1,188		

SENATE

CHARLES P. PRAY, PRESIDENT OF THE SENATE
JOY J. O'BRIEN, Secretary of the Senate

Central Office: Statehouse, Augusta; *Floor 3* *Telephone:* 289-1540
Incoming WATS—SESSION ONLY—1-800-423-6900
Mail Address: Statehouse Sta. #3, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part Second

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 261; *Citation:* Maine Constit., Art. IV, Part 2 Sec. 1-8

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor.

Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue; it may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce a new bill for the raising of revenue.

Under Article IV, Part Second, Section 7, the Senate is empowered to try all impeachments.

The Senate is the sole judge of the qualifications of its members; it maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its own proceedings.

By Constitutional Resolution, passed during the First Regular Session of the 107th Legislature and adopted by the Voters in November, 1975, the Senate is empowered to confirm all gubernatorial nominations requiring Legislative approval and formerly confirmed by the Executive Council.

ORGANIZATION: The Senate as a Constitutional body, has remained constant in its form of organization since its establishment in 1820.

As defined under Article IV, Part Second, Section 1 of the Constitution, the Senate shall consist of an odd number of Senators not less than 31 and not more than 35. Each Senator is elected for a term of two years, with no limitation placed on the number of terms he or she may serve. A Senator must be a citizen of Maine for at least one year, be a resident of the district for at least 3 months prior to the election and continue to reside within the district during his term, and be at least 25 years of age at the time of election.

The Constitution requires that the Senate be reapportioned every 10 years, by the Senate itself or, if the Senate fails to do so within the required time, by the Maine Supreme Judicial Court. As a result of the 1983 Reapportionment Plan, passed by the Senate on March 30, 1983 and signed by the Governor on March 31, 1983, the Senate which was elected in 1984 comprised 35 members, each representing districts of approximately 32,000 citizens.

The Senate elects a President, who presides over all its proceedings; a Secretary, who serves as chief administrative officer, and an Assistant Secretary. The two major political parties in the Senate each elect their own leaders and assistant leaders who, by statute (3 M.R.S.A., Section 168), are permitted to hire their own staff assistants.

PROGRAM: The Senate convened for its Second Regular Session of the 113th Legislature on January 6, 1988. During its Second Regular Session, the Senate considered 725 (plus 96 carry-over bills from the First Regular Session) Legislative Documents, 5 Constitutional Amendments, and 17 Senate sponsored Joint Orders. In addition, it considered and confirmed 32 gubernatorial appointments to various boards and commissions. On May 5, 1988, the Senate adjourned *Sine Die*.

The Second Confirmation Session was held on May 13, 1988, for the purpose of acting upon various Joint Standing Committee Recommendations on 4 gubernatorial appointments. These appointments include: Harness Racing Commission, Associate Justice, Maine Supreme Judicial Court, Marine Resources Advisory Council, and the Civil Services Appeals Board. The Senate adjourned *Sine Die* on the same day.

The Third Confirmation Session was held on June 15, 1988, for the purpose of acting upon various Joint Standing Committee Recommendations on 17 gubernatorial appointments. These appointments include: Superintendent, Bureau of Insurance, Maine Educational Loan Authority, Maine Maritime Academy, Maine Low-Level Radioactive Waste Authority, Inland Fisheries and Wildlife Advisory Council, Maine Indian-Tribal State Commission, and the State Lottery Commission. The Senate adjourned *Sine Die* on the same day.

PUBLICATIONS:

Senate Advance Journal and Calendar (Available daily when the Senate is in session, free of charge.)

Legislative Public Hearing Schedule (Available weekly during regular sessions, free of charge.)

Legislative Record (Horseblanket); (A complete record of legislative action, including debates, available free of charge.)

Senate and House Register (Published biennially; lists all legislators and their addresses; Senate, House and Joint Rules; Committees; Staff; Press; and includes the Constitution of Maine.)

Maine State House and Maine Senate Chamber (Available free of charge.)

"How a Bill Becomes a Law" (Available free of charge — printed in conjunction with the League of Women Voters.)

"This is Your Legislature" (Available free of charge — printed in conjunction with the League of Women Voters.)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

HOUSE OF REPRESENTATIVES

JOHN L. MARTIN, SPEAKER OF THE HOUSE
EDWIN H. PERT, Clerk of the House

Incoming WATS: 1-800-423-2900
Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-1400
Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part First

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 262; *Citation:* Maine Constit., Art. IV, Part First

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The House of Representatives is the lower house of the Maine Legislature.

The House of Representatives has, by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue and, by Article IV, Part First, Section 8 of the Maine Constitution, the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION: The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820.

The House of Representatives consists of 151 members elected from single member districts for terms of 2 years with no limitation upon the number of terms which a Representative can serve. A Representative must be a citizen of the United States for at least 5 years prior to the election, have been a resident of Maine for at least one year, be a resident of his election district at the time of his nomination for placement on a primary, general or special election ballot, have been a resident of his election district for 3 months prior to his election and continue to be a resident of that district during his term, and be 21 years of age when he is elected.

The Constitution of Maine requires that the House of Representatives be reapportioned by the House itself or, if this is not done within the required period of time, by the Supreme Judicial Court. In March, 1983, the Legislature apportioned itself. A challenge to the constitutionality of the apportionment was denied in December, 1983, by the Supreme Judicial Court of Maine.

The House elects a Speaker who presides over its proceedings, a clerk and assistant clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA 168) the leadership of the House is permitted to hire its own assistants.

PROGRAM: The House convened its first regular session of the 113th Maine Legislature on Wednesday, December 3, 1986. During the first regular session in 1987, 1883 Legislative Documents, 13 House-sponsored Joint Orders, and 22 House-sponsored Joint Resolutions were considered. House members submitted 407 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session. The House adjourned from the first regular session on June 30, 1987, after meeting for 92 legislative days.

The second regular session of the 113th Maine Legislature was convened on Wednesday, January 6, 1988. During this session and two special sessions, 775 Legislative Documents, 17 House-sponsored Joint Orders, and 25 House-sponsored Joint Resolutions were introduced. House members submitted 392 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the sessions. The House adjourned from the second regular session on Thursday, May 5, 1988, after meeting for 72 legislative days.

The first special session was convened on October 9, 1987, for 1 day, adjourning on October 9, 1987. The second special session was convened on October 21, 1987, for 3 legislative days, adjourning on November 20, 1987.

The third special session of the 113th Maine Legislature will be convened on September 15, 1988.

The 114th Maine Legislature will be convened on Wednesday, December 7, 1988.

PUBLICATIONS:

House Advance Journal and Calendar—(published on each Legislative day during regular and special sessions). Available to the public at no charge.

Weekly Legislative Report—(published weekly during regular or special sessions). Edited by the Clerk of the House. Lists all bills printed. Also lists bills enacted and resolves finally passed. Available to the public at no charge on pickup at the Clerk's Office, also available by mail subscription through Legislative Document Service.

Weekly Legislative Calendar—(published weekly) Edited by the Clerk of the House. Lists meetings of legislative committees and the subjects these committees are considering when the Legislature is not in regular session. Also lists meetings of commissions which include legislators in their memberships. Scheduled meetings of public bodies of interest to legislators are included. Available to the public at no charge.

Senate and House Registers—(published biennially). Lists all legislators with key biographical information, photos, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate rules, Committee Rosters. Available to the public at a cost of $1.00 plus tax.

House and Senate Roster and Seating Arrangement—(published biennially). Edited by the Clerk of the House and Secretary of the Senate. Contains photos of all legislators. Available to the public at no charge.

Legislative Record—available in proof form by mail subscription through Legislative Document Service. Bound copies available on loan through State Library.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATIVE COUNCIL

REP. JOHN N. DIAMOND, CHAIRMAN
SEN. CHARLES P. PRAY, Vice Chairman

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-1615
Mail Address: Statehouse Sta. #115, Augusta, Maine 04333
Established: 1973
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 263; *Citation:* 3 M.R.S.A., Sect. 161
Average Count—All Positions: 82 *Legislative Count:* 82

PURPOSE: The Legislative Council is responsible for overall management of the Legislative branch. Its general powers and duties are set out in both statute (3 M.R.S.A §162) and the Joint Rules adopted by the Legislature at the beginning of each biennium. These include: approval of all legislative budgets and provision for financial oversight of legislative funds; establishing salary and benefit schedules for all legislative employees, except as otherwise provided by law; planning and overseeing projects designed to improve the organization, operation, and physical facilities of the Legislature; allocation of work to Legislative committees when the Legislature is not in session; appointment of the directors of the non-partisan offices, including the Executive Director of the Legislative Council, the State Law Librarian, the Revisor of Statutes, and the Directors of the Offices of Fiscal and Program Review and Policy and Legal Analysis. The Council also has the authority to adjust the salaries of the Constitutional Officers within the salary ranges specified in 3 MRSA §162-B.

ORGANIZATION: The Legislative Council consists of the ten elected members of leadership: the President of the Senate, the Speaker of the House, and the Majority and Minority Floor Leaders and Majority and Minority Assistant Floor Leaders for both the House and Senate. The Council Chairman and Vice-Chairman are elected by the Legislative Council at the beginning of each legislative biennium and serve for the entire biennium. By tradition, the chairmanship alternates every two years between the House and Senate.

The Legislative Council has established three subcommittees as a means of improving the Council's overall capacity to oversee management of the Legislative branch. These include the Personnel Committee, the Committee on Legislative Automation, and the Committee on Effective Utilization of Legislative Space. These committee appointments are made by the Council Chair at the beginning of each legislative biennium.

PROGRAM: The 113th Legislative Council continued their work in improving the utilization of existing staff and coordination among staff offices. They also continued to monitor compensation policies and practices across the Legislative offices to maintain uniformity within the Legislative branch.

Office of the Executive Director of the Legislative Council, *Sarah C. Diamond, Executive Director, Telephone: 289-1615.* The primary statutory functions of the Executive Director include direction and supervision of the non-partisan legislative staff offices, whose respective organization and activities are described below; responsibility for implementing policy decisions of the Legislative Council; and acting as executive officer of the Legislature when it is not in session.

The Office manages general administrative services for the entire Legislature including personnel and payroll administration, accounting and budgeting, scheduling legislative hearing rooms, and overall management and operation of the legislative computer systems and coordination of computer applications development. In addition, the Office coordinates the work of the Committee Clerks during the Legislative Session.

As a result of the Legislative Council's review of organization and staffing, the functions of the Legislative Information Office and its staff were transferred to the Office of the Executive Director in December, 1985, and an Information Systems Division created under the direction of the Information Systems Director. The primary objectives of this transfer were to improve coordination of efforts related to the collection and reporting of information regarding legislative status, to make more effective use of legislative computer resources and to eliminate duplication of effort in both indexing and the preparation of information regarding legislative action.

The Information Systems Division now coordinates the use of legislative computer resources and related services. Computer systems applications include bill drafting and statutory retrieval, tracking the status of all pending legislation, and producing legislative documents such as the daily Advanced Calendars, Journals and Legislative Record in the House and Senate. Through the Information Office, the division responds to a wide range of requests for information from legislators, agencies and the public on the current status of legislative items. Finally, the Legislative Indexer coordinates use of on-line and printed indexes and prepares subject indexes for several legislative publications.

PUBLICATIONS:

The Maine Legislature: Committee Clerks' Handbook

Legislative Council: Minutes of Council Meetings

Bill Status Users Guide

History and Final Disposition of Legislative Documents and Papers (published following each regular session).

Law and Legislative Reference Library, *Lynn E. Randall, Acting State Law Librarian, Telephone: 289-1600.* The Law and Legislative Reference Library provides comprehensive legislative reference service and a substantial collection of legal materials for use by the Legislature and its committees, all agencies of state government, the judiciary, attorneys and citizens of Maine. Additionally, the Library is responsible for distribution of Session laws, Maine Revised Statutes Annotated, and printed decisions of the Supreme Judicial Court.

The Library was created by action of the Legislature in 1971, with the transfer of functions formerly performed by the law section of the Maine State Library. The nonpartisan State Law Librarian is appointed by the Legislative Council for a term of 3 years.

Public Services. The Library provides reference, research and circulation services to patrons by means of telephone, mail and personal contact. Special services include computer access to: the legislative bill status system; SIRS, which provides online searching of the Maine Revised Statutes Annotated; Legisnet, a national computerized legislative database; Statenet, a national bill status system; DIALOG, a multiple database service which provides access to citations for periodicals, government reports, etc.; Vutext, a full-text newspaper database; and WESTLAW, an automated general legal database. The Library continues to coordinate training on WESTLAW for state agency personnel and private attorneys.

The Library now offers an interlibrary loan service to obtain for users copies or loans of materials not in the Library's collection. Requests are electronically relayed to and received from libraries throughout the country via the OCLC computer system.

The Library's special resources include biographical information on legislators and members of Maine's legal community, and an extensive collection of newspaper clippings on topics of current legislative interest. The Library also compiles legislative histories upon request.

The Library is a U.S. Government Documents Depository and receives over 1,400 federal documents annually.

Technical Services. The Library continued a special project to classify and arrange by subject the legislative reference collection and other separate collections. To facilitate cataloging the Library subscribes to OCLC, a national computer system which enables libraries all over the country to share catalog records.

Other types of material in the Library's collection, such as court reports, codes and journals, increased overall by 1,180 volumes. Records for these materials have been standardized and expanded to include complete acquisition and holdings information.

The Library continued its efforts to conserve shelf space by acquiring certain state and federal materials in microform.

Educational and Consultative Services. Staff conducted numerous instructional sessions for legislative and state agency personnel, judicial law clerks, librarians and students on general Library orientation, legal research and bibliography, and government documents.

Continuing education for Library staff included attending and participating in state, regional and national law library association meetings and workshops.

PUBLICATIONS from Law and Legislative Reference Library:

Recent Acquisitions of the Law and Legislative Reference Library, distributed to legislators, staff and others twice monthly during the legislative session and irregularly between sessions.

Office of Fiscal and Program Review, *Bent Schlosser, Director, Telephone: 289-1635.* Established in 1962 as the Legislative Finance Office, the Office of Fiscal and Program Review collects, researches and analyzes fiscal and program information related to the operation of state government. To this end, the Office examines revenues and expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation, and analyzes appropriation and allocation requests.

The Office provides staff support for the Joint Standing Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Taxation; the Joint Standing Committee on Audit and Program Review; the Joint Standing Committee on Transportation in its review of the Highway Fund; and other legislative committees as information is required.

During fiscal year 1988 the Office of Fiscal and Program Review assisted the Joint Standing Committees to which it is assigned in completing several studies on financial policy and budget matters. This included a careful review of the financial impact of every piece of proposed legislation on state revenues and expenditures; evaluation of estimates of present and expected expenditures; and overseeing the initial preparation of the appropriations bills submitted for introduction into the First Regular Session. In addition, the office continued the publication of its annual Compendium of State Fiscal Information.

The Office provided research assistance to the Joint Standing Committee on Audit and Program Review during FY 88 in its evaluation and development of recommendations to the Legislature related to the sunset review of departments of the following: the University of Maine System; Maine Maritime Academy; Maine Conservation School; professional and regulatory programs; and a number of other programs. A report documents the Committee's findings and recommendations.

PUBLICATIONS from Office of Fiscal and Program Review:

Compendium of Fiscal Information: Publication #19, December, 1987 (Free; available on request).

Reports of the Joint Standing Committee on Audit and Program Review.

Office of Policy and Legal Analysis, *Helen T. Ginder, Director, Telephone: 289-1670.* The Office was first established in 1973 to provide non-partisan research, analysis and support services to Joint Standing Committees of the Legislature, to various boards and commissions that operate under the oversight of the Legislative Council, and to individual legislators. Staff assistance includes drafting bills, providing staff assistance to legislative committees including analyses of legislation, preparation of research documents, and committee amendments and drafts.

When the Legislature is not in session, the Office provides staff support for studies which have been approved and funded by the Legislative Council, established by law or joint order.

PUBLICATIONS from Office of Policy and Legal Analysis:

The Office prepares reports for study committees, boards and commissions as well as Legal Issue Summaries prepared by the staff for general reference. Copies of all reports and a complete index are available through the Law and Legislative Reference Library.

1. References: A Handbook for Maine Legislators: Facts, Resources and Procedures.
2. Legal Issue Summaries on various topics such as Federal Preemption, Delegation of Legislative Authority, and Statutory Construction.

(Office of) Revisor of Statutes, *David S. Silsby, Revisor of Statutes, Telephone: 289-1650.* The Office of Revisor of Statutes was originally created by Public Law 1929, chapter 367 and later established as the Office of Legislative Research in 1947. Recently the Office of Revisor of Statutes assumed its original name as it was reestablished by the Legislature in 1986.

The responsibilities of the Revisor of Statutes are set out in law by the Maine Revised Statutes, Title 3, section 163-A. The Office serves three primary functions: bill drafting; statutory retrieval; and engrossing, which is operated in part as a division. The Office is the point where all legislation is placed in final form for introduction, serves as clerk of the Committee on Bills in the Second Reading for both the House and Senate, and is responsible for examining all bills for proper form for their engrossment. In addition, the Office tracks legislation by title and section number to detect potential duplication and conflicts. The Office also publishes all laws enacted during each legislative session and assists the commercial publishers of the Maine Revised Statutes by providing material for the supplementary pamphlets and pocket parts.

PUBLICATIONS from (Office of) Revisor of Statutes:

1. *Maine Revised Statutes Annotated*—Consisting of 27 volumes of text resulting from the tenth revision of 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system. (Available to certain federal, state and local agencies and officials in accordance with the Maine Revised Statutes, Title 3, section 173 and distributed through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)

2. *Public Laws and Constitutional Resolutions as enacted by the One Hundred and Thirteenth Legislature of the State of Maine at the First Regular Session, December to June 1987.* Contains a subject index and cross reference table. (Limited copies available at no charge from Revisor's Office.)

3. *Laws of Maine.* Volume contains all Session Laws and related documents of each Legislative session. Available for purchase or loan through the Law and Legislative Reference Library.

PUBLICATIONS: See entries under each individual Legislative staff agency report.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,506,034	5,503,889	2,145			
Health Benefits	454,893	454,893				
Retirement	968,352	968,352				
Other Fringe Benefits	28,699	28,699				
Other Contractual Service	4,677,167	4,667,789	8,248	1,130		
Rents	237,591	237,441	150			
Commodities	160,598	160,598				
Grants—Subsidies—Pensions	95,500	95,500				
Equipment	112,497	112,497				
Interest—Debt Retirement	457	457				
Transfers to Other Funds	1,409	85	1,266	58		
TOTAL EXPENDITURES	12,243,197	12,230,200	11,809	1,188		

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

GEORGETTE B. BERUBE, CHAIRMAN

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-1697

Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: February 3, 1978

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 300; *Citation:* 3 M.R.S.A., Sect. 227

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Commission is to advise the director of the Maine-Canadian Legislative Advisory Office in the carrying out of his powers and duties, assisting him in encouraging increased cooperation between Maine and Canada, and especially between the Legislature of Maine and the legislative bodies of Canada and assisting him in encouraging economic, cultural and educational exchanges between Maine and the Canadian Provinces. The Commission meets at least 4 times in each year with the director and at such other times on the call of the chairman, at the request of the director or at the request of any member, as shall be necessary to carry out its duties. During the 112th Legislative Session, the New England and Eastern Canada Legislative Commission, whose membership is to be drawn from the Maine-Canadian Legislative Advisory Commission, was established to strengthen cooperation among the Legislatures of the region.

ORGANIZATION: Created in February of 1978, the Maine-Canadian Legislative Advisory Commission consists of 8 members, 4 appointed by the Speaker of the House (2 for a term of one year and 2 House members who shall hold office until their legislative terms expire) and 4 appointed by the President of the Senate (2 for a term of one year and 2 Senators who shall hold office until their legislative terms expire). At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House shall be fluent in the French language.

Members serve without compensation but may be reimbursed for travel and per diem expenses at the current rate for state employees. Four members shall constitute a quorum. The Commission shall designate one of its members as chairman.

The New England and Eastern Canada Legislative Commission consists of 2 House members and 2 Senators who are appointed to the Maine-Canadian Legislative Advisory Commission.

PROGRAM: In FY 88, the Commission reviewed the following issues at its quarterly meetings: reaction to the possible closure of the U.S. Consulate in Quebec City; impact of the Free Trade Agreement on Maine; modifications in the Hydro-Quebec/Central Maine Power agreement; election results in New Brunswick; Quebec's labor laws concerning replacement workers; continued participation in the International Association of French-Speaking Parliamentarians; interparliamentary meeting with members of the National Assembly; and types of services currently provided by the Maine-Canadian Office.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE

DONAT B. BOISVERT, DIRECTOR
CLAIRE C. PAQUETTE, Assistant Director

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-1697
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333
Established: Februry 3, 1978
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 299; *Citation:* 3 M.R.S.A., Sect. 223
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The director of the Maine-Canadian Legislative Advisory Office is mandated to be "concerned with strengthening all areas of regional cooperation between the Legislature of Maine and the legislative bodies of Maine's neighboring Canadian Provinces, and with encouraging economic, cultural and educational exchange between Maine and these provinces." (P.L. 1978 c.605)

The primary functions of the director are: to serve as a liaison between the Legislature of Maine and the provincial parliaments of Quebec and the Maritime Provinces; to keep the Legislative Committees informed on Canadian affairs and to facilitate interaction in matters of mutual interest.

ORGANIZATION: The Maine-Canadian Legislative Advisory Office and its Advisory Commission were created on February 3, 1978. The director, who is nonpartisan and chosen solely on the basis of professional competence including fluency in French, was appointed in January of 1980 by the Speaker of the House and the President of the Senate with the approval of the Maine-Canadian Legislative Advisory Commission. The director appoints an Administrative Assistant to help carry out the office's broad mandate.

The director holds quarterly meetings with the Advisory Commission and provides the commissioners with updates between meetings; he reports to and is subject to the direction of the Legislative Council.

PROGRAM: In addition to its primary function of advising the Legislature on Canadian matters, the Maine-Canadian Office also assists State departments and agencies, private corporations and non-profit organizations in their interactions with Quebec and the Maritime Provinces.

Legislative Committees. The director assists the Joint Standing Committees by providing them with provincial documents, governmental publications and other information relevant to their committee work; by apprising these committees of the possible impact of their legislative proposals on neighboring Canadian provinces and obtaining when expedient Canadian perspectives on these bills; and by reporting on the implications of Canadian legislation and related matters to the appropriate committees and to legislative staff offices.

During FY 88, the Maine-Canadian Office provided information on the following topics to legislative committees: effects of the ban on the sale of mussels resulting from toxins found in Prince Edward Island and other aquaculture issues in the Maritimes; efforts to establish a National Potato Marketing Board in Canada; role of Canadian energy imports in Maine's overall energy policy; drilling ban on Canadian side of George's Bank; Quebec's labor code; reforestation policy in New Brunswick; federal and provincial positions on the Free Trade Agreement; and the status of bilateral negotiations on acid rain.

Legislative Interaction. The director organizes interparliamentary visits, conferences and ad hoc meetings to familiarize legislators with their provincial counterparts and to facilitate communication on matters on joint concern.

During FY 88, the director organized an interview with the Commission chairman for the Canadian Broadcasting Corporation; prepared a visit to Province of Quebec for Sen. Kany; arranged for a summer conference in Augusta with Quebec legislators; drafted speeches for legislators attending Canadian events; and met Premier Bourassa and Hydro-Quebec officials.

Translation Service. (English-French/French-English). The director translates official documents, helps legislators and state departments draft addresses and press releases (in French) and serves as interpreter when the occasion arises.

In addition to preparing speeches and correspondence, the director also translates editorials and selected articles from Quebec newspapers for legislators and legislative staff. The following State agencies requested translations for which a fee was charged: Educational and Cultural Services, Human Services, Energy Office, Inland Fisheries and Labor. The director also served as an Interpreter for the district court in FY 88.

Departmental Interaction. The Maine-Canadian Office also cooperates with departments of State government and the Congressional delegation in their interactions with Canada by identifying the appropriate federal or provincial agencies to be addressed and by providing background information and advice.

During FY 88, the Office received information requests from and provided updates on Canadian issues to the following State agencies: Agriculture, Attorney General's Office, Environmental Protection, Forestry, Historic Preservation, Inland Fisheries and Wildlife, Marine Resources, Planning Office, Public Utilities Commission, and Office of Tourism.

Cultural Services. During FY 88, the Office answered several requests from schools planning Canadian studies projects and exchange visits, and provided French language radio programs with cultural events information. The director also served as a guide to the State House Complex for several groups of students from France.

The director organized a meeting between legislators and officials from Voice of America and UMO to discuss the establishment of a media training center for francophone journalists, and coordinated a visit to Augusta for a group of West African and Haitian media managers.

The director also drafted a joint resolution in memory of Marguerite Yourcenar.

Information Service. The Maine-Canadian Office acts as a clearing house for information on Maine for Canadian officials and for information on Eastern Canada for Maine businessmen, researchers, journalists and the public. The Office distributes Canadian publications and information on Canadian relations to the public upon request.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

STATE CAPITOL COMMISSION

EARLE J. SHETTLEWORTH, CHAIR
DAVID S. SILSBY

Central Office: *Telephone:* 289-2132
Mail Address: Statehouse Sta. #65, Augusta, Maine 04333
Established: April 28, 1988
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 265; *Citation:* 3 MRSA, Sec. 901
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission shall approve any architectural, aesthetic and decorative alterations to the State Capitol Building and shall develop plans to preserve and develop the aesthetic and historical integrity of the State Capitol Building and adjacent grounds.

ORGANIZATION: The State Capitol Commission comprises 10 voting members and 5 ex officio members as follows:

Voting members: The Director of the Maine Historic Preservation Commission; six members of the public (4 of whom shall be appointed jointly by the Speaker of the House and the President of the Senate, and 2 by the Governor); the Governor; Speaker of the House; and President of the Senate or their representatives.

Ex officio members: The Director of the Maine State Museum; the Director of the Maine Arts Commission; the Director of the Bureau of Public Improvements; the Chairman of the Capitol Planning Commission; and the Executive Director of the Legislative Council.*

*Appointments to the State Capitol Commission had not been made by the end of FY 1988.

FINANCES, FISCAL YEAR 1988: This unit did not receive or expend funds in FY 88.

STATE COMPENSATION COMMISSION

STEPHEN R. CROCKETT, CHAIRMAN

Central Office: Statehouse, Augusta *Telephone:* 289-1615
Mail Address: Statehouse Sta. #115, Augusta, Maine 04333
Established: 1981
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 316; *Citation:* 3 M.R.S.A., Sect. 2A

ORGANIZATION: The Maine State Compensation Commission was established by the 110th Legislature. Appointed every two years for a term to coincide with the legislative biennium, the Commission is responsible for making recommendations regarding the compensation of the Governor, justices and judges, constitutional officers, legislators, representatives of the Penobscot and Passamaquoddy Indian Nations, the Clerk and Assistant Clerk of the House, and the Secretary and Assistant Secretary of the Senate. The 1987-88 Compensation Commission, appointed to serve for the period of the 113th Legislature, is the fourth Commission to have been appointed since the law took effect in 1981.

PROGRAM: In initiating its biennial review of compensation, this Commission considered the work of preceding Commissions and the subsequent action by the Legislature on those recommendations. The work of preceding Commissions has culminated in enactment by the Legislature of significant changes in compensation policy and practices for some public officials. Most notably, a new compensation and retirement plan for justices and judges was adopted by the Legislature in 1984. In addition, the Constitutional Officers are now assigned to salary ranges with provisions for annual salary review following their initial appointment. Other recent changes in compensation policy include salary increases for the Governor, legislators, Clerk and Assistant Clerk of the House of Representatives, Secretary and Assistant Secretary of the Senate, Indian Representatives, and the chairs and members of the Public Utilities Commission and Workers' Compensation Commission.

The Commission submitted a January 15, 1988, interim report to the Second Regular Session of the 113th Legislature as required by Title 3, Section 2-A of the Revised Statutes. The report described the Commission's progress in completing its biennial review of compensation policy and included specific recommendations concerning the salary ranges of the constitutional officers and legislators' compensation.

The Commission will submit its final report to the legislature by November 15, 1988. The report will describe the Commission's activities during the biennial review and will include recommendations concerning the policy areas with which it is charged. Draft legislation will be submitted for consideration of the First Regular Session of the 114th Legislature.

PUBLICATIONS:

Copies of all reports submitted by the Compensation Commission are available from the Law and Legislative Reference Library, Room 202, State House, Augusta, Maine 04333. Telephone: 289-1600.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

COMMISSION ON INTERSTATE COOPERATION

REPRESENTATIVE DONALD V. CARTER, CHAIRMAN

Central Office: Statehouse, Augusta; *Floor* 2 *Telephone:* 289-1615
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333
Established: 1939
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 272; *Citation:* 3 M.R.S.A., Sect. 201
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Interstate Cooperation serves to carry forward the participation of the State of Maine as a member of the Council of State Governments. To carry out this participation, the Commission is authorized to undertake activities designed to enable Maine to do its part in forming a more perfect union among the various governments in the United States.

ORGANIZATION: The Maine Commission on Interstate Cooperation was established in 1939 by P.L. 1939, c. 250. The form of organization established in 1939 has remained unchanged up to the present time.

The Commission consists of 9 regular members· 3 state officials appointed by the Governor, 3 members of the Senate appointed by the President of the Senate and 3 members of the House appointed by the Speaker of the House. The Governor, the President of the Senate and the Speaker of the House are ex officio members of the Commission.

PROGRAM: The Commission continues to serve as a clearinghouse for information on State programs of national and international interest. It also serves as the Maine affiliate for the Council of State Governments, which is a joint agency of all the state governments, and serves as a coordinator of the activities of the National Conference of State Legislatures. Members of the Commission represented Maine at a number of regional and national conferences during the year.

PUBLICATIONS:

1. Proceedings of the First Interparliamentary Conference of State and Provincial Legislators, held at Orono, Maine, August, 1974. Available from the chairman of the Commission.
2. *The Bond Bank Innovation: Maine's Experience* by James E. Jarret and Jimmy E. Hicks. Lexington, Ky. Council of State Governments. 1977. Available from the Chairman of the Commission or from the Maine Muncipal Bond Bank.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	103,340	103,340				
TOTAL EXPENDITURES	103,340	103,340				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C. ROBINSON, CHAIRPERSON

Central Office: 12 Portland Pier, Portland *Telephone:* 772-6565
Mail Address: 12 Portland Pier, P.O. Box 568, Portland, Maine 04112
Established: August 20, 1955 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 271; *Citation:* 3 M.R.S.A., Sect. 241

PURPOSE: The Commission on Uniform State Laws was established to examine subjects on which uniformity of legislation among the states is desirable and to bring to the State of Maine the benefit of the serious study and research of judges, lawyers and legal scholars gathered from throughout the entire country as members of the National Conference of Commissioners on Uniform State Laws to determine what uniformity in the law will best serve the several States.

PROGRAM: The Maine Commission on Uniform State Laws is an active participant in the National Conference of Commissioners on Uniform State Laws in its work as a Committee of the whole and on its drafting and review subcommittees. Some of the uniform or model legislation developed and adopted by the Conference during the past year include: Anatomical Gifts Act; Custodial Trust Act; Rules of Criminal Procedure, (1987); Franchise and Business Opportunity Act; and Construction Lien Act.

The Commission, like its counterparts in other states, works through appropriate legislative committees and committees of the Maine Bar Association to review these pieces of legislation and determine if it is in the best interests of the State of Maine to adopt legislation which is uniform with other states in these areas. With the time, talent and cooperation of the Maine Bar Association, including its President, the following were adopted by the 113th Legislature: Amendments to Article Eight of the Uniform Commercial Code; Maine Uniform Transfers to Minors Act; Uniform Unclaimed Property Act of 1981.

PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	9,509	9,509				
TOTAL EXPENDITURES	9,509	9,509				

ADVISORY BOARD FOR LICENSURE OF WATER TREATMENT PLANT OPERATORS

JERRY MANSFIELD, CHAIRMAN

Central Office: 157 Capitol St., Augusta *Telephone:* 289-5680
Mail Address: Statehouse Sta. #10, Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1994
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 429; *Citation:* 22 M.R.S.A., Sect. 2624
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The board determines the competency of individuals responsible for the operation of public water systems within the State. This determination is made by securing information from sources, such as the Association Boards of Certification, other states; the development of examinations in writing, orally, and by demonstration. Licenses are issued for 6 classes of water operator. Renewal licenses are issued for previously licensed operators. Records are maintained for annual fees, application for and discontinuance of licenses, requests for examinations, notifications of status, reciprocity with other states, and to hold hearings to determine competency of operator.

ORGANIZATION: The Governor appoints 6 persons as follows: two certified operators with one holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; one person who shall be an educator whose field of interest is related to water supply; and one member of the general public. Each member of the board, with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. The Department of Human Services representative of the Board serves as secretary and is responsible for maintaining records and providing administrative support.

PROGRAM: The Board determines the ability of water utility employees for licensure. Each public water utility in the state by statute must have a licensed operator. Four examinations are held each year. Four hundred and forty-eight (448) operators are presently licensed.

Four examinations have been administered by the Board. Exams were administered in both Presque Isle and Augusta. A total of one hundred and twenty-one (121) applicants sat for examination. The Board has changed the examinations for Class I and II and are rewriting the Class III and IV examinations.

LICENSES, PERMITS, ETC.

Water Certification

1. Class I or II Water System:
   Operator Class I (or Class II) of a Water Supply System
2. Class III or IV Water System:
   - A. Operator Class III (or Class IV) of a Water Treatment Plant; or
   - B. Operator Class III (or Class IV) of a Water Distribution System; or
   - C. Operator Class III (or Class IV) of a Water Supply System

PUBLICATIONS:

Rules Relating to the Licensure of Operators of Water Treatment Plants and Distribution Systems. Publication is free.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LICENSURE

ADVISORY BOARD FOR LICENSURE OF WATER TREATMENT PLANT OPERATORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	547		547			
Rents	257		257			
Commodities	18		18			
Transfers to Other Funds	707		707			
TOTAL EXPENDITURES	1,529		1,529			

JOINT COMMITTEE OF LICENSURE-CERTIFICATION FOR SCHOOL PSYCHOLOGICAL SERVICE PROVIDERS

LAWRENCE STARR, Ed.D., CHAIRPERSON

Central Office: *Telephone:* 289-5800
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: July 1, 1985

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 487; *Citation:* 32 M.R.S.A., Sect. 3840

PURPOSE: The purpose of the Joint Committee of Licensure-Certification for School Psychological Services is to develop coordinated standards for school psychologists and school psychological examiners based on the licensing requirements of the Board of Examiners of Psychologists and certification standards established by the State Board of Education.

ORGANIZATION: The joint committee consists of six members. Three (3) members appointed by the State Board of Examiners of Psychologists from the present membership and three (3) members appointed by the State Board of Education from the present membership. Chair and Vice-Chair are elected annually in September on rotating basis.

PROGRAM: The committee was established in July, 1985. Its activities during its initial year have been to establish a coordinated joint licensure-certification procedure for school psychological examiners and school psychologists. Public hearings were held in October, 1985. Revised legislative language suggestions were submitted to and approved by the Legislature in 1986. Changes were made and approved by the Legislature regarding licensing standards of the Psychologists Board of Examiners. Certification rules were developed and brought through the APA procedure and adopted by the State Board of Education in August 1986 to become effective in September 1987. The committee presented a final report to the Legislature in March of 1987.

The Committee has continued to monitor the certification licensure process to ensure that timely and effective psychological services are provided to Maine's school children.

FINANCES, FISCAL YEAR 1988: 32 M.R.S.A., Sec. 3840, provides that expenditures of this unit shall be borne by the Department of Educational and Cultural Services and the State Board of Examiners of Psychologists and are, therefore, included in its financial display.

LOBSTER ADVISORY COUNCIL

W. WILLIAM ANDERSON, CHAIRMAN
WILLIAM J. BRENNAN, Commissioner, Marine Resources

Central Office: Baker Bldg., Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 340; *Citation:* 12 M.R.S.A., Sect. 6462

PURPOSE: The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

ORGANIZATION: Created effective September 14, 1979, the Lobster Advisory Council consists of eleven members. Each member is appointed by the Governor. Eight members of the council must be holders of lobster and crab fishing licenses and shall represent Maine's eight coastal counties. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobsters. One member must be a member of the general public and shall not hold any license under this subchapter. All members shall be appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Members serve without compensation, but shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council shall not exceed $2,000 a year. A quorum shall be 6 members of the council, if at least 4 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may select other officers and designate their duties. They meet at least 4 times a year at regular intervals and it may meet at other times at the call of the chairman or the Commissioner.

PROGRAM: The Lobster Advisory Council met five times during FY 1988, including a meeting held in Cutler at the Marine Hatchery. The Council was successful in introducing legislation "Ghost Panel" requirements until January 1, 1990. In February the Council met with the Joint Standing Committee on Marine Resources to discuss several issues of mutual concern.

FINANCES, FISCAL YEAR 1988: 12 M.R.S.A., Sect. 6462 provides that expenditures of this unit, which amounted to $1,544.37 in FY 88, shall be borne by Maine Department of Marine Resources and are, therefore, included in its financial display.

MAINE HEALTH POLICY ADVISORY COUNCIL

KALA E. LADENHEIM, EXECUTIVE DIRECTOR

Central Office: 397 Water Street, Gardiner *Telephone:* 289-8940
Mail Address: Statehouse Sta. #141, Augusta, Maine 04333

Established: September 27, 1987

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 494; *Citation:* 5 M.R.S.A., Sec. 19101

Average Count—All Positions: 1 *Legislative Count:* 3

PURPOSE: The Maine Health Policy Advisory Council advises and is available for consultation to the Governor, Commissioner of Human Services, Commissioner of Mental Health and Mental Retardation, other executive branch agencies, the Legislature and the Maine congressional delegation on health policy issues related to health status, health promotion and health care delivery. Each year, by December 15, the Council will issue a report that includes a forecast of major health care issues that are expected to face the State in the next five years, an agenda of major health policy issues for the coming year, and its findings on issues it had raised in the previous year and on public and private health care delivery and financing goals and objectives. The Council is also authorized to conduct or commission studies and reports on health policy matters.

ORGANIZATION: The Council is an independent advisory body of 17 members, 13 appointed by the Governor, 2 by the Speaker of the House of Representatives, and 2 by the President of the Senate, a majority of whom are non-providers of health care services. The Council elects its officers, a chair, a vice chair and a secretary. The Council is authorized to employ an executive director, a health planner and a clerk typist. The executive director is responsible to the Council and supervises the other members of the Council staff.

PROGRAM: The Health Policy Advisory Council held its first meeting October 14, 1987, shortly after its establishment. It met seven times during the remaining months of the fiscal year, dividing its activities between organizing the Council and its staff and beginning its exploration of the health policy issues it will address in its December 15, 1988, annual report. The Council issued its first annual report, December 15, 1987, presenting its work plan for the coming year. By the end of fiscal year 1988 the Council had adopted by-laws, elected officers, set its budget for the biennium, appointed an executive director, obtained office space and equipment and set the stage for appointment of its full staff.

The Council's health policy issue discussions covered questions of access to care, cost and financing of health care services, supply and demand of health care professionals, AIDS, the future of public health services and programs, and health care planning. Participants in meetings with the Council included State officials, health care providers, consumer advocates, business representatives, health care delivery research specialists, and the president of the American Public Health Association.

The Council achieved its initial objectives in organizing and establishing itself and its staff and in completing the preliminary steps toward fulfilling its responsibility to identify significant long-term and immediate health policy issues that must be addressed by the State, public and private agencies and individuals.

PUBLICATIONS:

Maine Health Policy Advisory Council, First Annual Report, December 15, 1987 (FREE)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

HEALTH POLICY

MAINE HEALTH POLICY ADVISORY COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	8,480	8,480				
Rents	65	65				
Commodities	1,191	1,191				
TOTAL EXPENDITURES	9,736	9,736				

MAINE COURT FACILITIES AUTHORITY

HENRY G. BOUCHARD

Central Office: 35 Community Drive, Augusta *Telephone:* 622-9386
Mail Address: 35 Community Drive, Augusta, Maine 04330
Established: September 29, 1987
Reference: Policy Area: 00; *Umbrella:* 99; *Unit:* 405; *Citation:* 4 M.R.S.A., Sect. 1602
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Court Facilities Authority was established to assist Maine courts in financing the construction and equipping of their facilities by providing access to the tax exempt bond market.

ORGANIZATION: The Authority consists of five members, one of which is the Treasurer of the State of Maine (ex-officio). The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Court Authority.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COURT FACILITIES AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	40,000	40,000				
TOTAL EXPENDITURES	40,000	40,000				

MAINE HIGH RISK INSURANCE ORGANIZATION

KENNETH A. HEWS, Chairman of Board of Directors

Mail Address: P.O. Box 31726, Omaha, NE 68131

Established: September 29, 1987 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 495; *Citation:* 24A M.R.S.A., Sect. 6052

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of this organization is to provide health insurance to Maine residents who are unable to obtain insurance due to health problems.

ORGANIZATION: A seven-member Board of Directors is appointed by the Governor. The Board contracts with an insurer to administer the program.

PROGRAM: The Board held its initial meeting in October, 1987, and met monthly thereafter. A request for proposals for administrative services was issued. Only one insurer responded. This insurer, Mutual of Omaha, was selected. A benefits package and rates were established. Assessment letters were sent to all hospitals. A budget was established. A premium subsidy program was designed. It is anticipated that insureds will be enrolled beginning in September, 1988.

PUBLICATIONS:

A brochure describing the program and containing an application will be available at no charge beginning in September, 1988.

FINANCES, FISCAL YEAR 1988: No funds were expended during the 1987-88 fiscal year.

MAINE LOW-LEVEL RADIOACTIVE WASTE AUTHORITY

PETER DeANGELIS, CHAIRMAN
MATTHEW SCOTT, EXECUTIVE DIRECTOR

Central Office: 99 Western Ave., Suite 101, Augusta *Telephone:* 626-3249
Mail Address: 99 Western Avenue, Suite 101, Augusta, Maine 04330
Established: 1987 *Sunset Review Required by:* October 31, 1996
Reference: Policy Area: 05; *Umbrella:* 99; *Unit:* 496; *Citation:* 38 MRSA, Sect. 1501
Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: In creating the Maine Low-Level Radioactive Waste Authority, the Legislature has expressed its intent to develop, *"if necessary"*, a site for the location of a low-level radioactive waste disposal facility within the State. The State is continuing to try to negotiate a compact or agreement for low-level waste disposal out of state. The Authority has the responsibility, *"if necessary"*, to coordinate and oversee the planning, siting, construction, operation, maintenance, closure, post-closure observation and maintenance, and long-term institutional control of a facility or facilities with sufficient capacity to dispose of only the low-level radioactive waste generated within Maine and for which Maine is responsible and to provide for termination of the license for the facility or facilities.

ORGANIZATION: The first regular session of the 113th Legislature created the Maine Low-Level Radioactive Waste Authority; it came into existence in September, 1987. The Maine Low-Level Radioactive Waste Authority is a body corporate and politic and is an instrumentality of the State. The Authority is established to become a self-supporting agency that receives its operating funds from assessment of generators of low-level radioactive waste within the state.

The Maine Low-Level Radioactive Waste Authority shall consist of seven members, including the State Geologist, ex officio, and six public members appointed by the Governor subject to review by the joint standing committee of the Legislature having jurisdiction over energy and natural resources and confirmation by the Legislature. The Governor shall select a chairman from among the six public members. Among the members there shall be at least one person knowledgeable in the field of construction engineering; one person knowledgeable in the environmental field; one person knowledgeable in the field of public administration; and one person knowledgeable in the field of business. The appointments shall reflect some geographical diversity. There also would be two additional members appointed to the Authority within 30 days after selection of a disposal site. These two members shall be appointed by the Governor from among a list of candidates nominated by the municipal officers of the municipality or municipalities in which the site is located or, in the case of selection of a site in the unorganized territories, the county commissioners of the county or counties in which the site is located. Those 2 members are also subject to review by the joint standing committee of the Legislature having jurisdiction over energy and natural resources and confirmation by the Legislature. The two members representing the area selected for a disposal site shall be residents of the area in which the site is to be located. No member, except the State Geologist, may be a state employee while serving as a member of the authority.

The appointed members shall each serve four-year terms except for the terms of the initial six appointments. Persons appointed to fill vacancies shall be appointed in the same manner as the person whom they are replacing to complete the unexpired term of the former member. No member may serve more than two consecutive full terms.

For purposes of the Maine Sunset Act, the authority shall be considered an independent agency with its first justification report due no later than October 31, 1996. The authority shall terminate one year after the State has entered into a compact ratified by the Congress, for the disposal of all low-level radioactive waste for which the State is responsible; the State has entered into an agreement determined by the authority to be sufficient to provide for the disposal of all low-level radioactive waste for which the State is responsible; or the United States Nuclear Regulatory Commission has terminated the license for any disposal facility constructed by the Authority.

PROGRAM: During the time period of September through October the Governor appointed the members and selected a Chairperson. The Authority has held seven meetings from November through June and accomplished the following:

1. Hired Acres International, a consulting firm to assist the Authority in developing a siting plan for Maine.
2. Held a public hearing in December on the siting plan which was, after public comment, submitted to the Department of Energy and the three sited states for approval. Despite initial concerns by the sited states that the plan did not meet federal requirements, the Authority's plan received unconditional DOE approval and the sited states later informed Maine that their plan was in compliance.
3. Hired a full time Executive Director in late January.
4. Hired a full time Administrative Secretary in February.

The Authority's new Director and Secretary furnished an office with video equipment and computer. The public has been notified of the Authority's location and telephone number. The public has also been informed of all the Authority's meetings and a record of each Authority meeting is made with published minutes.

PUBLICATIONS:

The Maine Low-Level Radioactive Waste Authority has published a siting plan for Maine and distributed copies to everyone concerned. Copies are still available at the Authority office on a request basis. The Authority also published an RFP (request for proposal) in June for specified contractual work. The final decision for a contractor will be made in FY '89.

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The Authority however must have an independent audit performed by a CPA and report to the Treasurer of the State each year. This annual report is also submitted to the Governor, Legislature and Advisory Commission as required by State statute.

DEPARTMENT OF MARINE RESOURCES

WILLIAM J. BRENNAN, COMMISSIONER
E. PENN ESTABROOK, Deputy Commissioner

Central Office: Baker Bldg., Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1867 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella* 13; *Unit:* 188; *Citation:* 12 M.R.S.A., Sect. 6021

Average Count—All Positions: 180.5 *Legislative Count:* 127

Organizational Units:
Bureau of Administration
Bureau of Marine Development
Bureau of Marine Sciences
Bureau of Marine Patrol

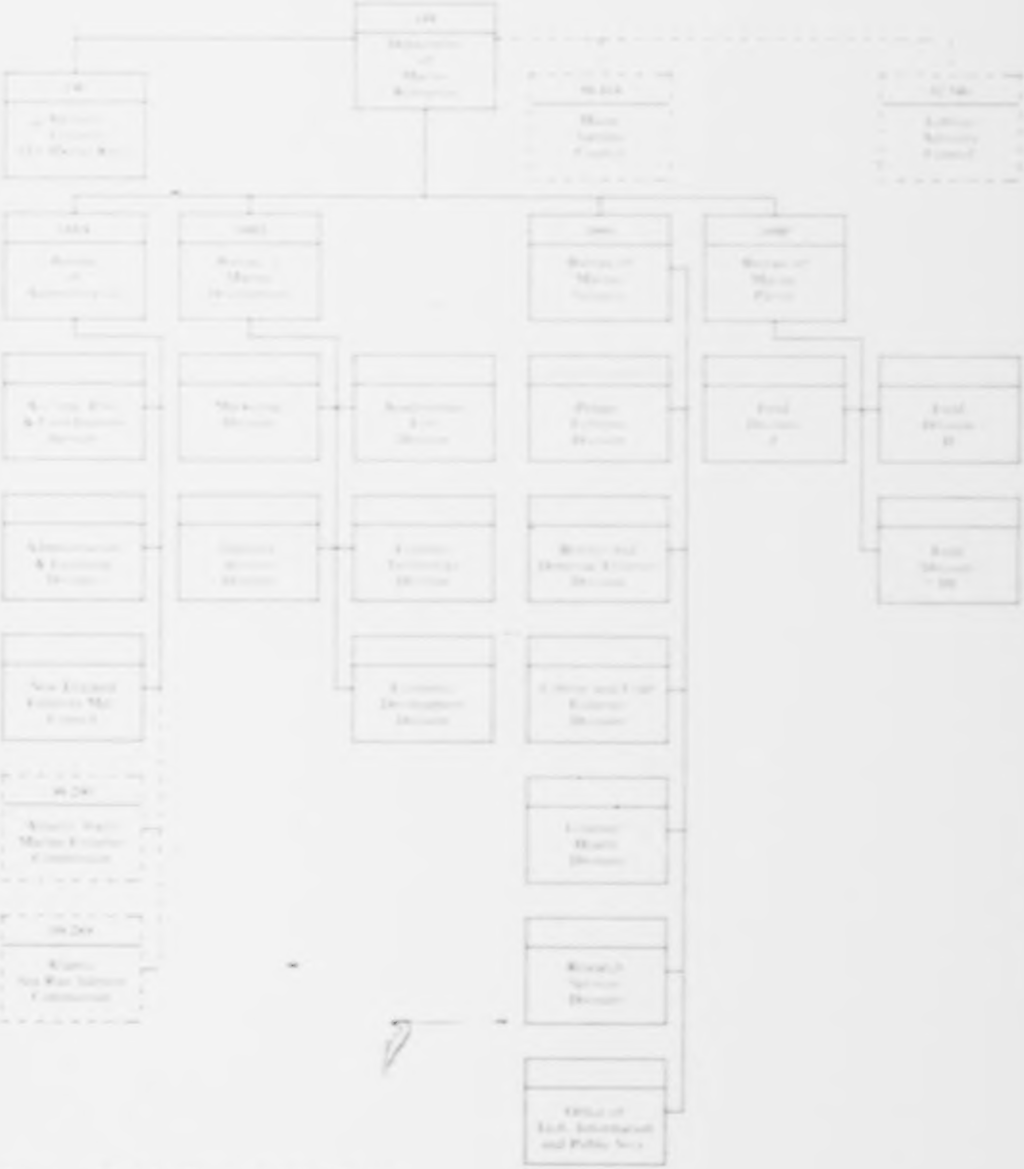
PURPOSE: The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resoures of the State, and to enforce the laws relating to marine resources. By statute the Department has the authority to acquire and hold real property; to accept funds, subject to the approval of the Governor; to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to enforce relevant sections of the Wetlands Control Law and advise state and federal agencies on the ecological effects of dredging, filling and otherwise altering coastal wetlands; to cooperate, consult and advise with other appropriate state agencies on all inter-related matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioner of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. A new eleven-member Lobster Advisory Council was established by the Legislature to assist the Commissioner on matters related to the lobster industry.

Fisheries Industry Development. The department continued the development and implementation of the fresh groundfish market development program known to seafood buyers as the State of Maine Fresh Fish Program, and to consumers as "Certified Fresh Maine Fish" products. The program is founded on the principal of establishing discrete markets for Maine groundfish product through a market and promotional program by stimulating consumer and trade awareness of the quality and value of product from Maine. The program is offered to retail chain supermarkets and restaurants that buy from Maine processing plants. Those plants must be certified. Thus the promotion efforts of the State of Maine are linked to the sale of product from Maine, a unique and very beneficial attribute of this program, as compared to most public generic advertising and promotion programs. The Department is pursuing additional markets

ORGANIZATIONAL CHART
DEPARTMENT OF MARINE RESOURCES
UMB 13


Department of Marine Resources
Marine Advisory Council
Lobster Advisory Council
Bureau of Administration
Bureau of Marine Development
Bureau of Marine Sciences
Bureau of Marine Patrol
Marketing Division
Fisheries Technology Division
Economic Development Division
Field Division I
Field Division II
Field Division III
Administration & Licensing Division
New England Fisheries Mgt. Council
Atlantic States Marine Fisheries Commission
Atlantic Sea Run Salmon Commission
Research Services Division
Office of Ed. Information and Public Svcs

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF MARINE RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,760,110	3,190,124	246,522		323,464	
Health Benefits	232,209	197,354	15,506		19,349	
Retirement	824,512	714,941	52,113		57,458	
Other Fringe Benefits	22,646	19,735	1,203		1,708	
Other Contractual Service	1,181,832	1,021,481	106,644		53,707	
Rents	7,397	6,874	330		193	
Commodities	287,655	250,641	15,909		21,105	
Grants - Subsidies - Pensions	42,844	28,335	14,448		61	
Equipment	390,277	269,824	97,952		22,501	
Interest - Debt Retirement	295	264	17		14	
Transfers to Other Funds	24,592		11,154		13,438	
TOTAL EXPENDITURES	6,774,369	5,699,573	561,798		512,998	

in cooperation with participating processors and is seeking ways of expanding the concept to other seafood products from Maine.

Marine Patrol. The Marine Patrol is in the process of upgrading patrol boats to include boats better able to respond to growing demands placed upon patrol. The first of these new boats was launched in June 1987, a 35-foot Duffy & Duffy lobster type boat. Two 25' lobster-boat type patrol craft were launched in the spring of 1988. Both classes will be fully equipped with electronics, have the capability of hauling lobster traps and other types of fishing gear when the need arises. The new boats will enable the Bureau to put more emphasis on boat patrols off Maine's coastal waters. Seasonal enforcement officers have been placed on major rivers giving the Department needed but limited capability to enforce recreation fisheries laws and regulations. An education program concerning boating safety of marine waters is now in progress.

Marine Sciences. The Bureau of Marine Sciences goal is insuring that the bureau is responsive to the realities of fishery management. This is a highly contentious area with a plethora of experts and little consensus. The approach to the problem is a major and rather revolutionary (within the context of marine fisheries management) undertaking, and it is necessarily proceeding deliberately. The focus of the Bureau's approach to the problem, nevertheless, is attracting active interest and support from other federal, regional and private institutions because of growing awareness that this approach is indeed necessary and appropriate. The Bureau has been reorganized helping to focus its efforts in support management needs.

Extension Service. The Fishery Technology Service has a practical and very active program of gear development designed to increase fishing efficiency and to reduce fishing costs and wastes of fish as a result of inefficient gear. In addition, this program brings the Department into direct contact with a wide variety of important fishery issues where industry members and department personnel can work together in resolving matters of concern to fisheries conservation, development and efficiency. Cooperation with other agencies and groups involved in this work is improving daily—again to the benefit of the fishermen served by DMR. Additional resources made available to the service during the past year have resulted in significant achievement in several fisheries.

Inter-Agency Marine Research Relationships. Recognizing that marine research and fisheries management is a complex issue, DMR is continuing its efforts at establishing interagency cooperation. These efforts focused primarily on formal and informal cooperative projects with the New England Fishery Management Council, the Bigelow Laboratory for Ocean Sciences, the University of Maine, the Woods Hole Oceanographic Institution and private enterprise. A primary example of the results of this effort is exemplified in the Association for Research in the Gulf of Maine (ARGO Me.), a cooperative initiative comprised of the Department, the Bigelow Laboratory, the University of Maine, the Marine Maritime Academy and the Maine Geological Survey (Department of Conservation). This organization is working on focusing state and federal resources toward efforts to understand the Gulf of Maine, an important resource to the state.

General Comments: Councils. The department has two statutory Advisory Councils (one a general council and the other a lobster council) both appointed by the Governor. These are active, interested and able councils dealing regularly with issues of statutory responsibility and of immediate interest to the industry. The meetings are never without substantive issues, never "pro forma," and never dull.

Highlights of a Variety of DMR Activities. DMR has a small but very active and well-received marine education program addressed to primary and secondary school students and to lesser extent to adults. It performs a very valuable service of informing Maine people of the state's marine resources.

The shellfish inspection and public health program is particularly active. Certain of its activities have been adopted as national and international standards for dealing with marine shellfish public health problems. Program expansions will increase monitoring capabilities.

The department's anadromous fish division has a full research and development program. Now that there is accelerating interest in hydropower production, this unit has significantly increased responsibilities in insuring that the fish runs shall continue unimpaired. Detailed technical review and comment on hydropower proposals is a significant part of its activities and is expected to increase. An agreement between the state and several hydropower facilities operators was signed which provides resources to the Department for purposes of stocking anadromous fish in the appropriate habitat above the Kennebec River dams.

The Commissioner is chairing a task force on Fisheries Processing By-product established by executive order from the Governor. The task force is focusing on identifying technologies for handling what has been treated as the waste of seafood processing which could be useful end products. The task force is also identifying ways to minimize impediments to getting new technology into place.

Fishing Industry Issues. DMR's experience in its marketing program is that the principles and methods are now in hand to make the Maine seafood industry strongly competitive in the national market. The Maine industry increasingly acknowledges and supports this market strategy, but this in turn increases demand for scarce resources.

Disposal of seafood processing remains a significant problem, not only for Maine's processors, but also for those in other states. Some attention is being given the issue with the desired end, a marketable product of processed waste, which can be pursued by private enterprise. Final resolution to the problem was not attained during the year, although temporary measures have allowed the industry in Maine to continue operations for the short term. The by-product task force is seeking these long term solutions.

As major pressure on coastal Maine continues to march from western coastal Maine toward eastern coastal Maine, the economics of maintaining traditional access points for commercial shellfish harvesters and fishermen becomes increasingly more difficult to maintain. The issue is frequently clear to local decision-makers although the solutions and means to rectify problems are equally as frequently not available.

The prospects of aquaculture as a component of Maine's commercial fisheries remains as a significant opportunity for employment and the production of very marketable protein to help meet demand for seafood products. Aquaculture has potential for decreasing effort on stressed fisheries, adding to total state landings house income and for providing directed fisheries opportunities for fishermen. Substantial change in legislation has resulted in major modification to regulations pertaining to the award of leases for purposes of aquaculture.

LICENSES, PERMITS, LEASES, ETC.:

Licenses:
- Wholesale Seafood
- Retail Seafood Dealer
- Supplemental Wholesale Seafood
- Commercial Fishing (Resident & Non-Resident)
- Shellfish Transportation
- Supplemental Shellfish Transportation
- Sea Weed (Resident & Non-Resident)
- Hand Scallop
- Boat Scallop
- Commercial Shellfish
- Mussel Hand
- Mussel Boat
- Marine Worm Dealers
- Supplemental Marine Worm Dealers
- Marine Worm Diggers
- Lobster and Crab Fishing
- Wholesale Crawfish Dealer
- Supplemental Wholesale Crawfish Dealer
- Retail Crawfish Dealer
- Lobster Transportation
- Lobster Meat Permit
- Supplemental Lobster Transportation
- Weir Licenses (Unorganized Townships)
- Importing Marine Species Permit
- Shellfish Sanitation Certificates
- Non-resident Special Tuna Permit

Special License for:
- Aquaculture
- Research
- Education

PUBLICATIONS:

The following "Master" camera-ready seafood pamphlets are available at $1.25 each on the following species. "Master" camera-ready art, can be taken to a printer to have the desired quantities reproduced.

- Lobster
- Mussels
- Shrimp
- Seafood
- Cusk
- Cod
- Haddock
- Hake
- Pollock
- Flounder

Seafood Introductory Retail Operations Manual. A brief easy-to-read manual that will provide a good start for a retail seafood beginner.

Video—"From The Boat To The Table," the story of fresh fish being processed and shipped from a certified plant under the State of Maine Fresh Fish Program (15 minutes). Available in 1/2-inch format.

FINANCES, FISCAL YEAR 1988: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION

ANNA M. STANLEY, DIRECTOR

Central Office: Baker Bldg., State House Annex, Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188A; *Citation:* 12 M.R.S.A., Sect. 6021
Legislative Count: 11

PURPOSE: The Bureau of Administration was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumbrances, special information and federal-state programs.

Duties also include coordination of public hearings for regulation changes, and aquaculture leases following APA procedures; Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters; statistics; data processing; telephone and reception; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

ORGANIZATION: The Bureau of Administration, established through the authority vested in the Commissioner of Marine Resources, is composed of five sections. The Accounting and Personnel Section provides services for all bureaus of the department in finance, personnel, equipment, purchasing, processing of license applications and revenues; the Coordination Section oversees the administration of federal and other revenue contracts and projects, department contracts for special services, and coordination of public hearings and aquaculture leases; liaison with the New England Fishery Management Council is provided by bureau personnel; the licensing and special services section handles license sales, receptions, statistics, data processing, and inquiries from the public; and the state's financial records of the Atlantic States Marine Fisheries Commission are administered by the bureau.

PROGRAM: The Bureau of Administration's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits.

Aquaculture leasing: As of June 30, 1988, the Department has granted a total of 1031.14 acres to various individuals, partnerships, companies or corporations to culture marine organisms in, on and under coastal waters. Shellfish leases presently account for 619.78 acres and finfish aquaculture make up 411.36 acres.

LICENSES, PERMITS, ETC.:

Wholesale Seafood
Retail Seafood Dealer
Supplemental Wholesale Seafood
Commercial Fishing (Resident &
  Non-Resident)
Shellfish Transportation
Supplemental Shellfish Transportation
Sea Weed (Resident & Non-Resident)
Hand Scallop
Boat Scallop
Commercial Shellfish
Marine Worm Dealers
Supplemental Marine Worm Dealers
Marine Worm Diggers
Lobster and Crab Fishing
Wholesale Crawfish Dealer
Supplemental Wholesale Crawfish Dealer
Retail Crawfish Dealer
Lobster Transportation
Lobster Meat Permit
Supplemental Lobster Transportation
Hand Mussel
Boat Mussel
Weir Licenses (Unorganized Townships)
Importing Marine Species Permit
Shellfish Sanitation Certificates
Non-resident Special Tuna Permit
Special License For:
  Aquaculture—Research—Education

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	258,638	258,638				
Health Benefits	14,849	14,849				
Retirement	42,478	42,478				
Other Fringe Benefits	1,679	1,679				
Other Contractual Service	97,380	97,380				
Rents	212	212				
Commodities	6,505	6,505				
Grants—Subsidies—Pensions	1,371	1,371				
Equipment	2,471	2,471				
Interest—Debt Retirement	2	2				
TOTAL EXPENDITURES	425,585	425,585				

ADVISORY COUNCIL (TO MARINE RESOURCES)

WILLIS SPEAR, JR., CHAIRMAN
DAVID B. TURNER, Vice Chairman

Central Office: Baker Bldg., Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: August 13, 1947 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 190; *Citation:* 12 M.R.S.A., Sect. 6024

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

ORGANIZATION: The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

PROGRAM: The Council met four times this year to provide advice to the Commissioner on policy matters affecting the industry and to outline the problems and needs of the Maine fishing industry.

In addition to meeting its broad responsibilities, the Council also performed specific duties established by law, including advice and consent on regulatory actions.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $2,612.71 in FY 88 and are, by administrative decision, included with those of the Bureau of Administration, Department of Marine Resources.

BUREAU OF MARINE DEVELOPMENT

HAROLD C. WINTERS, DIRECTOR

Central Office: Baker Bldg., Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1957

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188D; *Citation:* 12 M.R.S.A., Sect. 6021

Legislative Count: 33

PURPOSE: The common theme for all divisions and programs of this Bureau is the development of Maine's marine fisheries industries. This theme is addressed, for example, through efforts in restoring lost fish runs (e.g. alewives), groundfish industry expansion, technical gear and fishing technique development, a variety of technical services to seafood processors, and market development through trade and consumer education and assistance. The services of the Bureau, then, reflect the very complex and diverse Maine fishing industry. The programs discussed below are organized to be of service to that industry.

ORGANIZATION: The Bureau of Marine Development is comprised of five major divisions each of which is responsible for several programs: Anadromous Fish, Economic Development, Fisheries Technology Services, Industry Services, and Marketing. The Bureau's activities involve a multitude of issues ranging from marine science to marine education to market analysis.

PROGRAM:

Anadromous Fish Division: This division is responsible for the management, enhancement, and restoration of anadromous fish resources to the rivers of Maine. Anadromous fish are those species which attain their growth in the marine environment but return to fresh water to spawn. Species of major interest include striped bass, American shad, alewife, blueback herring, Atlantic salmon, sturgeon, and rainbow smelt. The dependency of these species on both fresh water and the marine environment requires coordinated and cooperative management between the Department of Marine Resources, Inland Fisheries and Wildlife, and the Atlantic Sea Run Salmon Commission. Although each agency is charged with management of specific fish species or groups of species, the mutual support of each other's programs has enhanced numerous fish species and fisheries of collective interest.

The goals of the Anadromous Fish Division are to maintain existing fish runs at optimal levels, restore anadromous fish runs to river systems which historically supported these species, and conduct research on life histories and habitat requirements to improve management capabilities. Historically abundant anadromous fish runs were decimated by the construction of impassable dams, water pollution, and overfishing. With the remarkable improvement in water quality in recent years and the regulatory authority to control fishing activity, the major remaining obstacle to restoration of river fisheries is numerous dams which lack upstream and downstream fish passage facilities.

Shad and Alewife Management: During the spring of 1988, 116,965 adult alewives were truck stocked or selectively released into various Maine watersheds to provide a spawning stock for reestablishing alewife runs and/or to augment existing low level spawning runs. A total of 34,942 alewives were stocked in various lake systems of the Androscoggin River above tidewater. Major stocking sites and numbers of fish stocked were Brunswick Headpond (21,759), Tripp Pond (4,542), Taylor Pond (3,672), Marshall Pond (522), Hogan Pond (1,005), Whitney Pond (1,071), Lower Range Pond (1,768), and Bog Brook (610). In addition, 1,412 adult American shad have been transferred from the Connecticut River in Holyoke, Massachusetts, and released just below Lewiston Falls (513) and in the Kennebec River at Sidney (899).

Striped bass: A cooperative restoration program was initiated in 1984 involving the Department of Marine Resources, the National Marine Fisheries Service, the U.S. Fish and Wildlife Service, and a private Maine sportsmen's group. Striped bass fry are obtained from a hatchery on the Hudson River, transferred to the U.S. Fish and Wildlife Hatchery in North Attleboro, Massachusetts, and reared to fall fingerling size (3-5"). From 1982-86, a total of 81,473 fall fingerling striped bass were stocked in the Kennebec/Androscoggin River estuaries and tidal tributaries of Merrymeeting Bay. The purpose of the stocking was to import fish to these Maine rivers at an early life stage so that upon reaching maturity they would spawn and reestablish a native striped bass stock. In 1987, no hatchery fish were available from the Hudson River and consequently no hatchery fish were stocked in the Kennebec/Androscoggin estuaries. During routine summer seine surveys for juvenile shad and alewives (August 12, 1987), young-of-the-year striped bass (24) were caught in Merrymeeting Bay. Two additional fish (one at Butler's Cove and one in the Eastern River in Dresden) were also captured in mid-August. This is the first documented evidence of natural production of striped bass in Maine in over 50 years. These fish, which ranged from 2-4" in total length, are assumed to have been produced from the 1982-83 stocked fish, some of which would have been mature in 1987. In order to increase numbers of future spawners, the DMR obtained an additional 120,000 fry from the Hudson River ~~in~~ 1988. These fish are being reared to fall fingerling size at the U.S. Fish and Wildlife Hatchery and will be stocked in the Kennebec/Androscoggin estuaries this fall.

Androscoggin River: The Brunswick fishway, located on the Androscoggin River at head-of-tide, was operated by Division staff for the sixth consecutive year. This fishway was built by the Central Maine Power Company in conjunction with the redevelopment of the Brunswick

Hydroelectric Dam and represents the most modern fish passage facility in the State of Maine. From May to July, 1988, 83,917 alewives, 9 Atlantic salmon, and numerous resident fresh water species utilized the fishway.

The large run of adult alewives (83,917) passed through Brunswick represents a 32% increase over 1987 (63,523).

Recent negotiations with dam owners of the Pejepscot and Worumbo Dams located above Brunswick have resulted in agreements to provide fish passages as these dams are redeveloped for expanded hydropower use. Recent negotiations with dam owners of the Pejepscot and Worumbo Dams, located above Brunswick, have resulted in agreements to provide fish passages as these dams are redeveloped for expanded hydropower use. In April, 1988, a new fish lift was completed at the Pejepscot Dam, located 4.7 river miles above Brunswick. On May 16, 1988, the Pejepscot fish lift began full operation. The lift consists of a fishway entrance with attraction water (190 CFS) which leads fish into an elevator device. The elevator lifts fish into an exit flume which leads through a fish counting area and into the headpond. The elevator is fully automated and can be timed to lift fish at different time frequencies. In 1988, the lift was set to lift four times daily (0900, 1100, 1300, and 1500). Based on alewife releases at Brunswick and the counting of fish through the Pejepscot fishway, 90.07% of alewaives passed at Brunswick also passed through the Pejepscot fish lift. Completion of the Pejepscot fish lift now allows for natural fish passage to Lisbon Falls, located 8 river miles above Brunswick. The Worumbo Hydroelectric Project at Lisbon Falls is currently being redeveloped. A fish lift, similar to that at Pejepscot, will be operational there in 1989. Completion of the Pejepscot fish lift represents a significant milestone in the restoration of anadromous fish to the Androscoggin River.

Kennebec River: An agreement was reached between the majority of hydroelectric dam owners and the state fishery agencies on an interim restoration plan for the Kennebec River above Augusta. The dam owners agreed to fund an interim trap and truck program for shad, salmon, and alewives and to provide for downstream passage at specific dams in 1991. Construction of fish passage facilities at dams upstream of the Augusta dam would be initiated in the late 1990's. As a result of this agreement the following lakes were stocked with the following number of alewives: Sebasticook Lake, (14,850); Plymouth Pond, (3,027); Pleasant Pond, (2,648); Pattee Pond, (3,393); Lovejoy Pond, (2,055); and Douglas Pond, (3,099). These alewives were transferred from the Androscoggin River. American shad were captured at the Holyoke dam on the Connecticut River at Holyoke, Massachusetts, and transferred by tank truck to stocking sites on the Kennebec and Androscoggin Rivers. During shad transfers to the Kennebec River in mid-June, high water temperatures caused significant mortalities; approximately 250-300 of the 899 shad stocked in the Kennebec River at Sidney suffered mortality. However, the 600+ fish that survived represents the highest shad stocking in the Kennebec to date. The 513 shad stocked in the Androscoggin at Lewiston Falls were transported in late May/early June, when water temperatures were cooler. No shad mortalities were observed on the Androscoggin River.

Fish Passage Improvement: During the past year, a fish passage improvement project was continued with the U.S. Fish and Wildlife Service involving cooperative funding under P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Project activities included repair, maintenance, and operation of eleven (11) Department fishways. A new fishway, designed for Highland Lake on the Lower Presumpscot River, was completed in March, 1987. This fishway, in conjunction with a second fishway to be built in a downstream dam, will allow for restoration of alewives to the Lower Presumpscot River.

Hydropower Development: Anadromous fish staff continued to review numerous hydropower development applications which had the potential to impact anadromous fish runs. A large amount of staff time was devoted to meetings with developers and state permitting agencies to assure appropriate protective measures for fisheries were included in development plans.

Miscellaneous Activities: In addition to hydropower permit reviews, personnel continued to evaluate other water resource development projects, wetlands applications, waste discharges, highway construction proposals, and industrial development that had potential for adverse impact on anadromous fish resources. Staff also provided technical assistance to 34 coastal towns which manage alewife fisheries. A major highlight of the town alewife program was the large run of alewives which returned to the Union River in Ellsworth for the fourth consecutive year. An aggressive stocking program by the city, with assistance from the Department of Marine Resources, resulted in the initial heavy run of alewives in 1985. The Union River supported the largest commercial alewife fishery in the state for 1986 and preliminary returns indicated it also may have supported the largest commercial alewife fishery in 1988.

Anadromous fish staff participated in several interstate meetings concerning plan development and implementation for interstate management of shad and river herring and striped bass.

Fisheries Technology Division. The Fisheries Technology Service is responsible for gear development projects that seek to stabilize and enhance Maine's marine resource harvest. This work involves actual development of new gear types, assessment of the practicality of new fishing techniques, resolution of gear conflicts, as well as development of better seafood packaging and handling. To accomplish this goal, we receive direct input of ideas and concerns from Maine's diverse fisheries through a system of field agents. Currently, agents are located in Stonington, Ellsworth, Wiscasset and Beals with the division director performing some field work out of Bristol. The field agents are in daily contact with fishermen, buyers, truckers and processors to hear their concerns and be constantly up-to-date as to "what is going on." In this way, we not only receive ideas on new gear types and methods but are able to respond quickly and informatively when contentious situations arise.

To accomplish our gear development work, field agents either work with fishermen to develop their ideas on their boats or, in the case of larger, long-term projects, use the FTS vessel R/V PAUL DEROCHER which is home ported at DMR's laboratory in Boothbay Harbor. FTS projects emphasize development of gear that is more species or size selective (i.e., no discarded or waste catch) rather than more efficient gear for efficiency's sake.

Funding is provided through the General Fund and by the UNH/UMO Sea Grant Marine Advisory Service. FTS is one of the Sea Grant Programs "co-operators" and serves as their field extension component.

Shrimp Separator Trawl: FTS, working closely with a local net manufacturer, designed and developed a net to catch Maine shrimp but release the juvenile flatfish that usually accompany the shrimp catch. Use of this gear by the shrimp fishery will mean the addition of hundreds of thousands of pounds of grey sole and blackback now lost to our groundfishery. In addition, unwanted species such as starfish, juvenile herring and whiting are also separated and released, saving hours of time picking and cleaning the catch on board—a cold and hazardous job in Maine's winter weather.

Square Mesh: FTS is evaluating the practicality of use of square mesh in groundfish nets. This type of net construction has been reported to be much more selective by releasing more juvenile fish while retaining more market size fish. With funds from the Maine Science and Technology Board, via the Maine Fishermen's Forum, this is the largest, most comprehensive project of its type in North America.

Aquaculture: FTS assisted other DMR personnel in evaluating aquaculture lease applications and overseeing the operation of leases. The blue mussel and salmon fisheries are becoming increasingly dependent on high quality cultured product and the proper operation of leased bottom is important for the continued health of these rapidly growing industries.

Off-bottom Scallop Drag: A new concept in scallop harvesting is being evaluated. If successful, the new drag will be able to harvest scallops without impacting the bottom. An assessment of the actual impact of existing scallop drags on the bottom habitat is being conducted in cooperation with the National Undersea Research Program. The results of this work will help determine if the new drag design should be voluntary or not.

*Research Support:*FTS provides technical and vessel support to Bureau of Marine Science projects involved in scallop growth studies, as well as supplying specimens to the public aquarium.

*Education:*FTS provides speakers to the annual Fishermen's Forum and other fishermen gatherings. It is a source point for a variety of video material from all over the world detailing the action and effect of gear on the bottom. Field agents provided a number of articles to the DMR Newsletter, published monthly in COMMERCIAL FISHERIES NEWS.

*Other projects:*A number of small projects targeted to specific problems were carried out. These included work on the effects of silt stirred up by mussel dragging operations, developing improved harvesting and processing equipment for the growing sea urchin industry, evaluation of recommended improvements in packaging of ocean quahogs, evaluation of the practicality of composting of seafood processing wastes, demonstration of the use of waste clam shells for landscaping and demonstration of the use of fish traps to catch groundfish.

Liaison work: In addition to these specific projects, the field agents served as sources of information to fishermen they met in steering them to the proper DMR or university researcher working on a project of interest to fishermen, answering questions on life history of commercial species and locating sources of packaging materials for seafood shippers. FTS works closely with the University of Maine, the Cooperative Extension Service, the various VTI's and other agencies through the Sea Grant Program.

MARINE RESOURCES

Economic Development Division. This Division has been responsible for both the formulation and execution of long term strategies supporting the development of Maine's groundfish industry, as well as the resolution of shorter term issues and problems which affect this industry's operation. These activities are part of a sustained State-Industry effort, begun in 1979, to maximize the contribution of Maine's groundfishery to the State's economy. Since 1979 the Department has become an agent of change among the private industry forces which collectively determine the market competitiveness and profitability of Maine's groundfish industry.

The diverse functions of the Division have encompassed concerns for groundfish production quality control and market quality assurance, both at sea and in plant; the market positioning and prospects for Maine groundfish products, the cost-effectiveness of industry operations, the adequacy of the industry's physical infrastructure, new technology assessment and transfer, industry financing, Canadian and intra-regional trade issues, and the effect of Federal and State legislation and policies on Maine groundfishery. During this reporting period the industry focus of this Division has broadened considerably to include similar concerns affecting the growth of Maine's shellfishery. These concerns were realized in the various undertakings of the Division.

Fish By-product Recovery: The Division assists Maine fish processors in developing new products and profitable markets for the protein by-products of their filleting and steaking operations. Until a few years ago these by-products were regarded as waste by processors who sold them for conversion to fish meal. But the complex economics of conventional fish meal markets have changed dramatically. Now processors must pay for the disposal of these same by-products. Moreover, options for continued disposal are uncertain, not only in Maine but throughout New England. This introduces an unnecessary cost burden at a time when Maine processor markets are extremely competitive.

The Department and the Division have put a high priority, not only on the maintenance of existing options for disposal, but also upon the investigation and introduction of new processes and products to offset this new cost burden on Maine processors. Environmental compatibility of new processes and the market viability of new products are prime considerations in this effort. The Division has made a comprehensive assessment of all technological alternatives to fish meal production. It has participated in federal and regional initiatives to solve industry problems. It has worked closely with the Province of Nova Scotia and attended international symposiums to assess the applicability of new technologies to Maine's needs.

This Division's current work goal is to facilitate the formation of private by-product processing ventures which contribute profit to Maine fish processors by treating their cutting wastes as a valuable raw material for further processing and sale. This goal has been reinforced by the creation of the Governor's Fisheries By-product Task Force, which is chaired by the Commissioner of DMR and staffed by this Division. This industry Task Force seeks to find cost effective, technologically appropriate, and environmentally acceptable alternatives to the use of conventional dehydration processes which produce fish meal and fish oil.

Two-inch Clam Law: To assist the Legislature's Marine Resource Committee in a mandated review of this law, this Division undertook a comprehensive study to analyze the economic and market impacts of this size possession law on Maine's soft-shelled clam industry. The study analyzed product movements in and out of state, dealers' access to supplies, and competitive market forces. It dealt with how these basic production and market forces interacted to shape and change Maine's clam shucking and steamer industries. The impartial findings of this study were conveyed to the Marine Resources Committee.

Technology Assessment: The Division has responsibility for assessing any new technologies which reduce groundfish production costs, improve the industry's operating efficiencies, or provide opportunities for new product development and business diversification. The Division closely monitors technological developments in the Canadian, Alaskan, and Scandanavian groundfish industries. It has thoroughly studied the emergency of surimi-based products, not only as they affect the market position for Maine groundfish and shellfish products, but also, as to how they are labelled and represented to the Maine consumer.

Currently this Division is studying the health, market development potential, and regulatory aspects of using menhaden fish oil as a source of Omega-3 polyunsaturated fatty acids or as an ingredient in human foods. Possible breakthroughs in both of these areas could dramatically affect the profitability of by-product processing and the menhaden fishery in Maine.

Paralytic Shellfish Poison (PSP): State resources currently available to monitor PSP are not sufficient to avoid preventative closures of shellfish harvesting areas. This results in unnecessary disruption of production and employment in the softshell clam and mussel fisheries, and it deters development of an ocean quahog fishery in Maine. The Division has performed analyses which quantify the actual costs of PSP monitoring and the extent to which the current funding configuration detracts from other departmental programs. It has evaluated alternative means to fund the monitoring program at levels sufficient to minimize such disruption and to enable more orderly development of Maine's entire shellfishery. The Division has formulated strategies, written grants, and prepared tax legislation to augment currently available resources in order to monitor more finite coastal areas and avoid unnecessary closures.

General Economic Development Planning: General concern over the issue of growth management in Maine has caused this Division to address the threats of coastal developments which obstruct or deny critical fishing industry access from the shoreline to Maine's marine resources. This Division has been an active participant in a DEP process to update Maine's shoreland zoning ordinance. It has also begun assembly and operation of a fisheries economic data base. This data base would provide a quantitative basis for assessing the impact on the fishing industry of lost or displaced infrastructure. It would also provide a basis for stating the value of the fishing industry to any particular municipality or region of the Maine coast. Such information can be very useful to Maine's fishing industry in defending its interests against incompatible coastal development.

Program, Proposal, and Legislative Reviews: The Division assists the Department and the industry in an on-going internal evaluation of all programs related to groundfish industry development. The Division also reviews proposals and legislation from State, Federal, and regional sources to determine their affect upon Maine's groundfishery. During this reporting period, the Division participated in the FAME review of a proposal for the financing of Maine factory freezer trawlers.

Marketing Division. The primary purpose of the Division of Marketing is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products, stimulating consumers in, and consumer consumption of, such products—both domestically and abroad. As required by statute, the Division of Marketing has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division develops and implements programs designed to support and expand existing markets and to develop new markets for both traditional and under-utilized species. The purpose of such activities is to increase the sales of Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

The Division of Marketing was established administratively in 1957 through the authority vested in what was then the Department of Sea & Shore Fisheries. Clarification of the statutory authority for the Division's activities was included in the Act which created the present Department of Marine Resources in 1973. Inclusion of the Division in a new Bureau of Marine Development was accomplished in 1979. As responsibilities and duties increased, and as more extensive services were required by the commercial fishing industry, the Division has gradually expanded in order to meet these needs.

Marketing Data & Product Development: The Division provides a free directory to seafood buyers upon request called, "Directory of Maine Wholesale Dealers and Processors." This popular directory contains a listing of all licensed Maine wholesale seafood processors and dealers who care to be listed. The directory contains detailed data on each processor and dealer such as their complete address, telephone number, contact person, the products they process, and the products they are dealers of. This past year over thirty-two hundred of these directories were given out at the Boston Seafood Show or mailed out to seafood buyers throughout the country. A bi-monthly "Marketing Memorandum" containing seafood leads and general market information was continued since it serves both the commercial fishing industry and seafood buyers who are looking for sources of supply. This memorandum provides potential sales opportunities worth millions of dollars. Besides domestic leads, the memorandum provides foreign leads obtained from the U.S. Department of Commerce—National Marine Fisheries Service. This has substantially increased the number of possible contacts for Maine's industry. The benefits of this are two-fold: foreign markets offer greater demand for under-utilized species in the U.S. and, the Maine industry is offered an opportunity to contribute to efforts towards reducing the National balance of trade deficit.

Market Development: The Division continued its role in the development and implementation of the fresh groundfish market development program known to seafood buyers as the State of Maine Fresh Fish Program, and to consumers as "Certified Fresh Maine Fish" products. Our "Certified Fresh Maine Fish" seal means the fish, whether in a supermarket or restaurant, has been processed by plants inspected and certified by the State of Maine, under quality control regulations that set strict standards for the quality of fish accepted for processing. This seal assures the seafood buyer and the consumer that they are consistently purchasing high quality fresh fish processed in Maine. The Program consists of two basic components: (1) The Maine Fresh Groundfish Quality Control Program, (2) The "Certified Fresh Maine Fish" Marketing Program. The Division has the primary responsibilities for the latter.

The Division has slowly but soundly built its credibility with processors, distributors, and retail groups participating in this comprehensive program. The success of the "Certified Fresh Maine Fish" Program has been written up over the past two years in such publications as *Modern Grocer, Supermarket News, Consumer Report, Seafood Leader, Seafood Business,* and *Progressive Grocer.* It has also been reported on by *The U.S. General Accounting Office* and featured in *Cable Network News (CNN).* The highlight this past year for the Program was winning *Seafood Business Magazine's* Marketing Excellence Award for 1987. The award was announced and presented to DMR at National Fisheries Institute's Florida meeting. maine seafood, DMR, and our Program received a lot of very favorable press throughout the country. This unique Program offers seafood manuals, seafood seminars to several levels of management, in-store training of retail personnel, point of purchase material, and follow-through spot check performance evaluations of retail stores.

Local Market Projects: In the fall of 1981, the Division implemented the "Certified Fresh Maine Fish" program into supermarkets in Maine. The Program has shown continual growth and in August of 1984, a restaurant/institution program was developed and implemented as part of the "Certified Fresh Maine Fish" program. The Division is now in the process of looking into ways of how to expand the Program in northern New England.

Domestic Distant Market Projects: The Bureau undertook the evaluation of a number of metropolitan markets. From this data, the Division, in February of 1983, introduced the Program to a mid-west supermarket group. The Program did not show the growth we were looking for and in the spring of 1984, we decided, for economic reasons, to end the Program with the thirty-nine store chain. In February of 1985, the Division introduced the Program into a major chain in the Delaware Valley area. The seventy-three store chain has seen major increases in its seafood department sales which they attribute to our Program. Because of this success, we introduced the Program into a major chain (199 stores) in the metro New York area in February, 1986. The success we enjoyed in the Delaware Valley area has been repeated in the metro New York market area. Again, because of major increases in seafood sales this metro New York major chain has expanded the Program, and we now have over three hundred (300) stores participating. We are looking at several very promising market areas to expand our Program into this coming year.

Maine Seafood: The Division is assisting Maine processors/dealers in introducing other Maine species such as mussels, shrimp, crabmeat, etc., to major market areas; since our "Certified Fresh Maine Fish" program has received nationwide recognition, seafood buyers who are looking for high quality seafood immediately, think of Maine. We have capitalized on these opportunities, and we have been working with the industry to develop product quality standards in order for these products to someday be sold under a Maine logo.

The Division continues to work with the Maine World Trade Association and the Small Business Administration's International Task Force in the areas of exporting. We also continue to work with and assist the Maine State Grocers Association, Maine Restaurant Association, American Heart Association, and Maine Fishermen's Wives Association, and serve as an active member of the National Fisheries Institute's U.S. Seafood Executive Team. We will be assisting Maine processors/dealers in attending trade shows and will have our own booth at the New York and Boston shows this coming year.

Informational & Educational: The Division continues to develop information on seafood in the areas of quality evaluation, storage and handling, merchandising, and preparation and cooking. We continue work in developing seafood seminars for supermarket personnel and restaurant personnel. We recently teamed up with the New England Fisheries Development Foundation "Fish School" in assisting with seminars in Portland each month. This information and activities assist retailers, as well as consumers, in becoming more knowledgeable of seafood.

Seafood Promotional Material: The Division now offers recipe pamphlet "Masters," rather than recipe pamphlets because the volume of recipe pamphlets became more than we could handle. Our new "Masters," which is camera-ready art, has been even more popular as it offers the customer the opportunity to personalize the pamphlet by adding their name to it. We continue to offer an assortment of Maine posters promoting seafood.

Audio Visual Program: Our video, "From the Boat to the Table" continues to be very popular with retail store personnel as well as with consumers. Because of the high levels of interest, the Division is in the process of updating the video, "From the Boat to the Table," as well as producing a new set of seafood training videos.

Miscellaneous Activities: Other work, as required, was carried out, including numerous meetings with industry, state, and federal officials; preparations of reports, position papers, legislative briefs, etc.; cooperative work with state and federal agencies and the private sector; and activities involving a wide range of fisheries problems.

Industry Services Division. This Division was established within the Bureau of Marine Development to consolidate Department functions that are industry and resource oriented but do not emphasize research. Activities include the practical application of research findings, interagency coordination, shellfish sanitation, marine resource management, regulatory functions and development, and education activities.

Environmental impacts are reviewed and advisory comments and observations processed for state and federal licensing agencies for the following: wetlands and streams alterations, waste discharge applications, highway construction proposals, rivers and harbors maintenance projects, port development, hydroelectric projects and petroleum development in both the offshore and coastal areas.

Shellfish Management: There are 101 towns on the Maine Coast where clams can be found in their flats in varied quantities, sixty-nine with significant uncontaminated soft clam habitat. Forty-three towns have conservation programs and ordinances approved by DMR as mandated by state statute. The towns may determine residency requirements and regulate the numbers of harvesters, time, area and the amount and size of clams harvested. DMR's four resources scientists work with shellfish committees, town officials, diggers, dealers and other concerned residents to develop shellfish management plans and ordinances to implement the programs.

Area biologists work with the towns developing shellfish management programs and ordinances to enforce management measures. Towns are advised in methods for conducting clam population surveys and evaluating data gathered by town employees, students or others aiding the towns. The most effective and productive management methods used by towns in carrying out management programs have been the closing and opening, or rotation, of clam flats based on survey findings, and limiting the destruction of small clams by selectively controlling digging pressure.

Meetings are held with individual towns and groups of towns in planning and implementing conservation programs.

Area Biologists: In addition to guiding the municipal clam management programs, area biologists review each application for marine wetlands alteration, construction and dredging activity to be licensed by the Land Bureau of the Maine Department of Environmental Protection. The Bureau advises DEP and the Federal Consistency Coordinator of the State Planning Office of the potential effect of such projects on productive marine marsh and intertidal areas with populations both of commercial significance, such as clams, mussels and marine worms, and those that contribute in a more general way to the productivity of the coastal ecosystems.

Similarly, the area biologists inform the Water Bureau of the Maine DEP of the impact proposed licensed wastewater discharges may have on marine resources. A major effort for the area biologists has been preparing sanitary survey reports of shellfish growing areas. The reports are part of the Division's expanding capability and involvement in shellfish growing area classification.

There are a number of limitations on how and when the dredge can be used; however, transplanting seed clams can be a productive management measure for municipalities with shellfish conservation programs.

Marine Education: This is a continuing activity designed to provide students, teachers and the general public access to valid, current marine resource information.

Curriculum enrichment programs and materials, teacher workshops and in-service activities, field trips and in-classroom demonstration programs were used to increase the marine education activities in Maine schools, K-adult. Preparation and distribution of supplemental curriculum materials, slide shows and video programs were also part of current activities.

Curriculum consultation work with several schools has resulted in redirection of their science programs, placing increasing emphasis on the local marine environment and its resources. As part of this re-orientation, in-service courses and teacher in-service workshops have been conducted. These programs were specifically designed to emphasize the local marine environment, the fisheries and the fisheries management in the area. The teachers were encouraged to develop the field skills necessary to place the students in an active learning environment when utilizing the marine resources available within the area, building upon the students first-hand experience with the marine environment.

Summer courses offered by DMR's education unit have three basic functions: 1) to provide teachers the opportunity to develop the skills and techniques necessary to conduct meaningful field activities; 2) to provide teachers with background information on Maine's marine resources; and 3) to help teachers develop and field-test marine activities that focus upon the Gulf of Maine and will help their students to better understand this vital area.

Consumer education programs were presented to a wide variety of groups particularly those who use lots of fish—elderly, sports and health people. These programs emphasized the nutritional benefits of fish in the diet as well as how to buy, handle and prepare high quality fish. The vocational food programs throughout the state utilized many of the consumer education materials in their courses; thus, further influencing the use of fish in the diet.

The Wallop-Breaux Federal Grant Funds for recreational fisheries education are being utilized to develop materials dealing with the near-shore environment. Several hands-on in-classroom demonstration programs, supplemental curriculum materials, a teacher resource guide, and media materials are all under development as part of this project.

Programs that provide first-hand experiences in the area of marine studies, marine biology, and consumer education are requested most often. A total of 23,387 students; 1,645 teachers; and 1,941 adults participated in formal programs. Approximately another 1,000 persons were involved in non-formal programs or visited informational exhibits.

Schools, service organizations, and the extension service were the most frequent user groups for media materials.

Booklets and pamphlets available from our Department are: *The American Lobster, Biography of Food from the Sea, The Northern Shrimp*, ABC Fish of the Gulf, Marine Life Coloring Book, The Lobster's Life Coloring Book, Live Animals from the Sea Activity Pamphlet, a teacher's packet, plus a small library of slide shows and video cassettes. The videos and slide show are scheduled in advance for free previewing. The booklets are free on a limited basis.

Seafood Technology Services: This activity has previously been identified as, "Seafood Quality Management Services." This is a continuing activity that provides technical assistance, consulting services, quality evaluation and inspection services to the seafood industry. Two distinct programs were in force during 1988. First, the Shellfish Sanitation Program, which provides standards for the handling and processing of shellfish by wholesale dealers. The applicable regulations follow guidelines developed by the tripartite Interstate Shellfish Sanitation Conference, which is made up of representatives from state and federal agencies and the shellfish industry. Second, the Maine Groundfish Quality Control program provides a voluntary fresh groundfish inspection service to Maine processors.

The Shellfish Sanitation Program serves as an important control point in the link between the harvester and the consumer. Staff responsibilities include evaluation and certification of wholesale shellfish dealers. In addition, the staff monitors the operation of privately operated depuration plants designed to cleanse shellfish from moderately polluted areas. Samples of shellfish are routinely collected from wholesale dealers to further check their acceptability. The Department cooperates with other state and federal agencies in this program.

The Maine Groundfish Quality Control Program has served to further the efforts of the Department to improve the quality of fish landed or processed in the state through an active inspection program and numerous quality control projects. Maine fresh groundfish processors who participated in this voluntary inspection program during 1988 were able to take advantage of the Department's marketing of "Maine Certified Fresh Fish" in conjunction with the Marketing Division.

Staff members continue to work with industry and other government agencies to provide information on seafood quality control and for the protection of public health. Training expertise has been provided to other state and federal agencies, staff members have worked with industry groups in developing quality standards for shellfish, and they have been actively involved in developments concerning national seafood inspection.

Classification of Shellfish Growing Areas: As part of the agreement Maine has with the Interstate Shellfish Sanitation Conference and the Food and Drug Administration, the sanitation of areas from which shellfish are harvested have to meet standards recognized internationally to permit interstate shipment of shellfish. A staff of five utilizing our facilities at the Boothbay Harbor Laboratory analyze shellfish and water samples from the length of the coast on a regular basis. A new position permits the laboratory to process samples seven (7) days a week. In addition to routine samples, four (4) other Marine Resources scientists are conducting sanitary surveys in their respective sections of the State, primarily in efforts to confirm and reassess the classification of areas presently open to clam harvest. Over 4,000 samples were processed by the laboratory in 1987. The criteria for evaluating growing areas were increased by the ISSC in 1987. The laboratory is using a computer to facilitate growing area data processing and temporarily increased the manpower by borrowing two scientists from other shellfish related projects to meet the demand for increased surveillance of harvest area water quality.

Pollution Abatement of Shellfishing Areas: In cooperation with the Department of Environmental Protection, we are working on State Assistance for Small Communities, which administers two programs to build waste water treatment facilities.

One program, "The Construction Grants Program," provides major funding utilizing federal monies for large metropolitan sewage treatment needs.

The second program concentrates on small communities which have serious pollution problems. Funding was provided by the 110th Legislature when "An Act to Enable the State of Maine to Fund Waste Water Treatment Systems in the Event Federal Funds Are Not Included or Limited in Future Federal Budgets" was passed. This legislation accomplished two things: (1) it allowed the DEP to make a state grant without the requirement of an approved federal grant in place; and (2) it allowed the DEP to pay up to 90% state funding for small community pollution abatement construction programs that do not exceed $100,000 construction costs per any one project per year, so long as total expenditures for such small projects do not exceed $1,000,000 for each fiscal year, and not more than one grant is made to any applicant each year.

Selection of sites for this program is, in part, the responsibility of the Department of Marine Resources, which prioritizes areas where abatement should be implemented under Category 2 "Shellfishery Protection."

This priority, second only to "Water Supply Protection," denotes that the project will eliminate a source of contamination that is partially or wholly responsible for a shellfishing area being presently closed.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	827,744	794,783	32,961			
Health Benefits	50,776	48,557	2,219			
Retirement	149,466	143,490	5,976			
Other Fringe Benefits	4,121	3,860	261			
Other Contractual Service	280,515	246,528	33,987			
Rents	1,248	1,248				
Commodities	47,880	35,377	12,503			
Grants - Subsidies - Pensions	14,184	23	14,161			
Equipment	118,188	45,200	72,988			
Interest - Debt Retirement	27	21	6			
Transfers to Other Funds	2,333		2,333			
TOTAL EXPENDITURES	1,496,482	1,319,087	177,395			

BUREAU OF MARINE PATROL

ROBERT L. FOGG, CHIEF OF MARINE PATROL
PERLEY M. SPRAGUE, Major

Central Office: Baker Bldg., Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333
Established: 1978
Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188P; *Citation:* 12 M.R.S.A., Sect. 6025
Legislative Count: 49

PURPOSE: The Bureau of Marine Patrol, formerly known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility to the enforcement of other laws and regulations of the State of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

ORGANIZATION: The Wardens Service, so named in 1947, was originally established as Fish Wardens in 1843, and was appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Bureau has been an integral segment of the Department throughout its existence.

Field offices are located in South Portland, Rockland and Lamoine. Office hours are 8:30 A.M. to 5:00 P.M., Monday through Friday.

PROGRAM: Within the span of two decades the scope of the Bureau's responsibilities have been widened to include many new areas of activity which fall outside the traditional needs of the fishing industry and the marine environment.

Some of the areas of responsibility of the Bureau include, under Federal laws, the Bluefin Tuna Act, Marine Mammals Protection Act, Endangered Species Act, Extended Fisheries Jurisdiction Management and Conservation Act (200-mile limit), cooperation with the Federal Drug Enforcement Agency, and work with U.S. Customs Agency, U.S. Secret Service, the F.B.I., Alcohol, Tobacco and Firearms Agency, Immigration and Naturalization Service, U.S. Coast Guard, National Marine Fisheries Service, and the Food and Drug Administration. Under State law, other enforcement responsibilities include criminal law enforcement, Boating Registration and Safety laws, search and rescue, environmental laws such as the Wetlands Control Act, Litter laws, Land Use regulations, and the Pesticide Control Act. Also included in Bureau of Marine Patrol responsibility is the Tri-State Shrimp Regulation promulgated by Maine, New Hampshire and Massachusetts under the authority of the Atlantic States Marine Fisheries Commission. Traditionally, the Department of Marine Resources' law enforcement officers have worked cooperatively with all other State, County and Municipal law enforcement agencies. Bureau of Marine Patrol personnel work closely with the U.S. Coast Guard and other law enforcement agencies at the local, state and federal level.

The Bureau of Marine Patrol uses military rank which is the standard structure of other law enforcement agencies. This provides for better organizational structure, more efficient chain of command, span of control, and scope of supervision as well as improvement of management capabilities. The Bureau of Marine Patrol consists of the Chief, who is responsible for administration and management; a Major, who is Field Commander, and an Assistant to the Chief. The State is divided into three field Divisions with a Lieutenant in charge of each Division. Each Division is divided into two sections with a Sergeant in charge of four to seven men. The sergeants are first line supervisory personnel and also carry out special investigations. The Bureau operates a Cessna 180 seaplane for enforcement patrol, surveillance and search and rescue missions and also a fleet of 19'-25' and 35'-44' inboard and outboard powered patrol boats strategically located along the coast of Maine.

Volunteer Marine Patrol Officer. This is limited conservation work in the Bureau of Marine Patrol.

Volunteer officers are assigned to work with and under the immediate supervision of Marine Patrol personnel and to provide assistance to the Marine Patrol Officer. Good physical condition is essential in performing the duties efficiently since most of his time is spent out-of-doors under varied climatic conditions.

The most important aspect of this job is in assisting in the enforcement of Marine Resources Laws.

Marine Patrol Officer Program. New Marine Patrol Officers are assigned to work with an experienced Officer for a period of 3-6 months for indoctrination and a probation period after which they are sent to the Maine Criminal Justice Academy at Waterville for a 12 week Basic Law Enforcement Course. This is followed by an intensive 3-6 week training session at our Research Station at Boothbay Harbor on Department of Marine Resources laws and other Department functions. This part of the training also includes boating safety and boarding techniques. The Officer then starts to work alone, being assisted by the adjacent Officer and the Sergeant. In-service training seminars are provided during the year for all Marine Patrol Officers.

PUBLICATIONS:

A pamphlet containing marine resource laws is published bi-annually following adjournment of the first regular session of each Legislature.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE PATROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,306,992	1,227,444	79,548			
Health Benefits	84,338	79,725	4,613			
Retirement	381,103	359,246	21,857			
Other Fringe Benefits	9,850	9,458	392			
Other Contractual Service	307,648	287,172	20,476			
Rents	5,051	4,721	330			
Commodities	67,287	66,743	544			
Grants—Subsidies—Pensions	7,958	7,671	287			
Equipment	212,927	197,216	15,711			
Interest—Debt Retirement	19	8	11			
Transfers to Other Funds	3,573	—	3,573			
TOTAL EXPENDITURES	2,386,746	2,239,404	147,342			

BUREAU OF MARINE SCIENCES

DR. BRIAN M. MARCOTTE, DIRECTOR

Central Office: McKown Point, West Boothbay Hbr., Maine 04575 *Telephone:* 633-5572
Mail Address: McKown Point, West Boothbay Harbor, Maine 04575

Established: 1946

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188S; *Citation:* 12 M.R.S.A., Sect. 6021

Legislative Count: 34

PURPOSE: The Bureau of Marine Sciences is the primary State agency engaged in scientific research and development to conserve and manage the marine and estuarine resources of the

State of Maine. The primary responsibilities of the Bureau are to conduct and sponsor scientific research which may include biological, chemical, technological and hydrological research and development, provide information on stock levels and environments of commercially valuable marine organisms, establish and maintain effective surveillance and inspection of consumable resources in order to assure public health and safety and provide technical and scientific information, services and assistance to the public, industry and governments.

ORGANIZATION: The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Bureau incorporates a number of research programs and has been organized into five research divisions and the Office of Technical Information and Public Services (TIPS).

PROGRAM:

Facilities: The Bureau of Marine Sciences is located on a peninsula in Boothbay Harbor called McKown Point. At the turn of the 20th century, Boothbay Harbor was home to a large and productive fishing industry; now it is largely populated by seasonal residents and tourists.

The Bureau operates the only major fisheries research laboratory in the United States that is located on the Gulf of Maine. The laboratory complex consists of 17 buildings, two piers, two running seawater systems, and a large number of research watercraft and automotive vehicles. Wet lab facilities include filtered, temperature-controlled water sources and adequate tank space for research on a wide variety of boreal plants and animals. The laboratory also operates a public aquarium and a multi-purpose library. The Bureau maintains the longest continuously recorded marine environmental monitoring program on the eastern seaboard of North America (began:1905). Carpentry and machine shops are available for the fabrication, repair and maintenance of laboratory facilities, instruments, sampling gear, boats, marine engines and motor vehicles. The laboratory is equipped with a large number of PC-DOS micro-computers and two computer terminals linked to an IBM 370 mainframe computer at the University of Maine. There is an array of software, disc storage facilities, and plotting equipment. A large proportion of research programs at the laboratory use computer equipment and there is an ongoing computer training program for all of the staff. A word processor and operator are available to serve the Bureau's needs. During the past year, the Bureau began to address emerging problems of staff health and safety in the context of limited space and aging infrastructures.

Director's Office: The Director is responsible for long range strategic planning of laboratory research and facility development, initiation and development of research projects and programs, staff assignments, personnel supervision including performance appraisal, coordination and management of research and facility operations, quality assurance for research and other Bureau activities, and the Director assigns budgets and monitors expenditures.

*Personnel:*During the past year, the Bureau was reorganized to reflect its fisheries science, public health and technical service functions. Staff were assigned tasks appropriate to their professional skills, knowledge, and abilities. Task statements and performance standards were written for each staff member. Three scientific staff positions were lost during the past year due to cuts in programs funded by the federal government.

Fisheries Oceanography Program: In FY 1988, the Bureau began two major new research efforts: a multi-year program of fisheries oceanographic research and an expanded shellfish toxicology program. The goal of the fisheries oceanography work is to objectively relate the Department's assessment and management techniques and efforts to the oceanographic properties of Maine's coastal marine habitats. The first year objectives are 1) determine the spatial/temporal patterns in distribution/abundance of fisheries resources of importance to Maine's fishing industry in two regions of the Maine coast; and 2) relate these patterns to availability of pelagic and benthic food resources and physical structures of Maine's coastal waters. This research was made possible by the acquisition of the R/V ARGO MAINE by the Association for Research in the Gulf of Maine—a scientific consortium of which the Department of Marine Resources is a founding member.

Shellfish Toxicology Program: The staff of the Bureau were again successful in protecting consumers from marine toxins in FY 1988. Maine's extensive paralytic shellfish toxin ("red tide") monitoring program continued as usual. A new toxin, domoic acid, was detected for the first time last year. Maine has lead the U.S. in developing a new monitoring program for this toxin.

Office of Technical Information and Public Services: This year a new Office of Technical Information and Public Services (TIPS) was created. The purpose of this office is to answer marine oriented questions, by phone or by mail, for the industry and the general public. Printed materials are available, free of charge. This Office oversees the DMR public aquarium, which is open 7 days a week from Memorial Day through Columbus Day. This marine aquarium, which attracts approximately 105,000 visitors a year, features Gulf of Maine fish and information on Maine fisheries. Besides much interpretive material, the aquarium has public restrooms, a seaside picnic area and a spectacular view. Admission is free, hours are 8-5 Monday through Friday, and 9-5 weekends and holidays. We can no longer obtain seals for display purposes.

Another function of the TIPS office is the specialized marine library with more than 2,000 books and monographs and approximately 500 serial titles. One section of the library is devoted to information on fishing gear, gear technology and fisheries production and is available to the fishing industry. This Fishermen's Lending Library may be visited or operates by mail. Books and videos may be borrowed for up to 3 weeks. Lists of titles and videos are available on request.

The TIPS office produces the monthly DMR page in Commercial Fisheries News; produces a yearly information display for the Fishermen's Forum in Rockport, Maine; and coordinates DMR efforts in the Marine Mammal Stranding Network.

Lobster And Crab Fisheries Division:

Sampling the Catch: Maine recognizes the economic importance of its nearshore lobster fishery and the need to have current resource information for assessment purposes. Accordingly, since August 1966, DMR has gathered detailed catch and effort information by means of a statistically rigorous commercial port sampling program. During 1987 samples were collected from 281 lobster boats which landed catches at 48 randomly selected dealers located from Kittery to Cutler. The total catch sampled weighed about 19 tons, was composed of 31,708 lobsters and was valued at $100,597 (ex-vessel price). Findings from the survey included:

1. The 1987 catch-per-unit-effort values of .67/lbs./trap-haul and .20 lbs./trap-haul set-over-day are 5-18% higher than 1985 values, while 1987 landings, *per se*, increased slightly (.14%) to 19,732,080 lbs.;
2. Lobsters had an average carapace length of 88.4mm (3.5 in.) and weighed 547 g. (1.2 lbs.), which is nearly identical to the 1985-86 sizes;
3. 1987 prices/lb. averaged $3.52 for hardshells, $2.55 for softshells, and $2.00 for culls. Except for culls, which remained unchanged, the prices increased 14-15% above those of 1986;
4. The cull incidence was 12.0% of which 5.6% and 6.4% had missing and regenerative claws, respectively;
5. New recruits (81-99mm CL, .93-1.33 lbs) comprised 84% of the total catch;
6. 68.7% of the traps surveyed in 1987 were of wire construction, a 21.7% increase over 1968; and
7. 48.0% of the lobsters landed were females.

In the third year of the sea-sampling program, 25 trips were made aboard lobster boats fishing out of the ports of Boothbay Harbor (7), Cape Porpoise (6), Tenants Harbor (5), and Machias Bay (7). Data were recorded for 228 total combined boat hours and for 5,441 traps hauled. The total catch from all areas was 16,763 lobsters of which 5,446 were legal-sized and weighed 6,084 lbs. The throwback ratio of shorts to legals was 1.78:1. Cull rates were 20.4% for sublegals and 11.4% for legals. This compares favorably with the 12.0% cull rate derived from the port sampling program. Of 231 berried lobsters sampled, 142 (61.5%) were v-notched. Conversely, only 15.7% of 915 v-notched females were egg-bearing.

Tagging: In addition to the dockside and at-sea surveys, lobster tagging studies in the Boothbay Region continued. Since 1979 12,690 sub-legal sized lobsters tagged with persistent back tags have have been released. In 1987 1,907 (≥ 25mm CL) and 283 (< 25mm CL, one year old) lobsters were tagged with back and microwire tags, respectively. Commercial fishermen have reported 702 legal-sized recaptures (61 in 1987). Of 568 microtagged lobsters 71 (12.5%) have been recovered by research personnel.

Supporting activities: Additional activities of the Lobster and Crab Fisheries Division have included: 1. developing sampling techniques for the capture of larval lobsters in the wild; 2. preparing scientific papers on tagging methods used to identify small juvenile lobsters; 3. reviewing scientific papers for various journals; 4. investigating the practicality and feasibility of an aerial survey to estimate the number and distribution of lobster traps within a defined area; 5. furnishing information and advice to industry members regarding lobster diseases, shipment and storage, establishing new seawater systems and trouble-shooting existing systems; 6. discussing various aspects of marine biology and lobster research findings/management with school groups, interested public, fishing industry members, and the news media; 7. collecting and assessing incidental crab data to augment a limited data base upon which future management decisions might be considered; 8. gear selectivity work to determine the correct escape gap adjustment for the scheduled increases in the lobster minimum size; and 9. evaluating the relationship between lobster tail meat length and carapace length.

Pelagic Fisheries Division:

HERRING STUDIES:

Transboundary Herring Study: In 1986 the Maine Department of Marine Resources and the Canadian Department of Fisheries and Oceans began a cooperative investigation of Atlantic herring in eastern Maine and southwestern New Brunswick. The resource is transboundary in nature and is a major source of raw material to the sardine industries of both the U.S. and Canada. During the first year of the investigation, spawning grounds were located, spawning production was described and the dispersal of larvae from spawning beds in eastern Maine and Grand Manan Island was determined. A paper entitled "Origin and Dispersion of Larval Herring in Coastal Waters of Eastern Maine and Southwestern New Brunswick" was submitted to the Journal of Northwest Atlantic Fishery Science and accepted for publication in 1987, pending revision. In 1987, the second year of the investigation, the same herring that had been spawned in 1986, was surveyed now as one-year-olds or "brit". Three surveys were conducted during May-June, July-August and September-October from Casco Bay to the head of the Bay of Fundy. The results have given us valuable information on the distribution of brit herring along the Maine and New Brunswick coasts. Methods for preparing otoliths from brit herring were developed in 1987 which will be applied in future attempts to determine the spawning origins and degre of mixing of juveniles along the coast.

Herring Age and Growth: The Herring Age and Growth project is partially funded under a grant from the National Marine Fisheries Service, Woods Hole, Massachusetts. This research is of concern to both state and federal governments in their attempts to understand and manage herring resource.

The age and growth study involved biological monitoring of all commercial herring catches in New England, and processing of samples from cruises conducted by the Northeast Fisheries Center. Samples were processed for lengths, weights, sex and stage of maturity, gonad weight and age composition. In addition, right pectoral ray counts were done on some research cruise samples to aid in stock discrimination work. All data were sent directly to NMFS, Woods Hole, for computer entry and storage. The State of Maine kept copies of the data for use in management decisions, and also, eventually, will receive a statistical analysis of these data giving the age composition of the catch in tons and numbers of fish. The combination of information from the commercial catches and research cruises forms the basis for the NMFS herring assessment.

A paper entitled "The Myxosporidian *Kudoa clupeidae* as an Indicator of Movement in Juvenile Atlantic Herring *(Clupea harengus L.)* in the Gulf of Maine" was submitted to The Journal of Northwest Atlantic Fishery Science.

DMR's involvement in the collection of herring catch/effort has ended. This project is now handled by the National Marine Fisheries Service Statistical Office in Portland, Maine. However, a DMR Research Reference Document 88/3 entitled "Herring Fishery Catch and Catch at Age Data" was produced as a joint effort of the two organizations.

Larval Herring Research: Larval herring were sampled during the autumn, winter and spring. In autumn and winter, larvae were collected at night using buoyed and anchored nets in the Sheepscot estuary of central-western Maine and in the Sullivan Harbor embayment of eastern Maine. Spring sampling is conducted at coastal and inshore stations in eastern, central and western Maine during daylight with a towed trawl. Catch rates were expressed in terms of the numbers of larvae caught per 100 m^3 of water strained. The Sheepscot catch rate for larval belonging to the 1987 year class (YC) was 0.99/100m^3 compared with 1.45 for 1986; the Sullivan Harbor catch rate for the 1987 YC was 2.07/100m^3 compared with 1.29 in 1986. Catch rates for the 1988 spring coastal survey (1987 YC) were 0.28/100m^3 compared with 1.68 in 1987 (1986 YC). The latter figure was unusually high compared with previous years. The 1988 spring survey was conducted aboard the 80 foot research vessel ARGO MAINE. This survey represented the first use of the vessel since its arrival in Maine from the west coast last autumn.

Larval herring otoliths (ear bones) were removed and examined microscopically each year in order to count daily growth rings, thereby providing a basis for aging individual larvae. The larvae within each year class were separated into individual age groups (cohorts) according to those ring counts and the relative age structure of each class is determined. Otoliths from over 1000 larvae caught during the fall and winter of 1987-88 were examined for aging purposes. In addition, the length data were compiled for larvae caught during each of the sampling data in the Sheepscot River and in Sullivan Harbor and for all larvae caught during the 1988 spring cruise.

Annual forecasts of catch at age 2 in the Maine sardine fishery were based on the information mentioned above, i.e., estimates of larval catch rates during the fall, winter, and spring, estimates of winter larval mortality, the productions and survival of individual larval cohorts, and the relative degree of early and late spawning. Information necessary for forecasting the catch of two-year-old sardines in 1988 (1986 YC) had not yet been completely compiled and analyzed in time to be included in this report.

Additional information on the spawning locations and times for herring on the eastern Maine spawning ground was collected in 1987 and was used to complement similar information available for the years 1983-87. Information was obtained in 1987 for a larger area of the coast than in previous years, i.e., from Cutler to Boothbay Harbor, and included historical, as well as recent sightings of "spawn herring" and herring eggs along the coast.

Gear attached to a remotely-operated underwater vehicle which was designed for sampling herring eggs, spawning substrate and larvae was tested in eastern Maine in September 1987. This project was funded by the National Undersea Research Program at the University of Connecticut. A paper entitled "Physical Characteristics of Herring Egg Beds on the Eastern Maine Coast", which summarized results of underwater video surveys conducted in 1985 and 1986, was presented at an Undersea Research Symposium and will be published as part of the proceedings of this symposium.

An acoustic survey for herring was conducted in the eastern Maine spawning ground in late August and early September 1987 aboard the Canadian Department of Fisheries and Oceans' R/V J.L. HART. A preliminary report summarizing the results of this survey is available. A detailed analysis of the data obtained is still pending.

Shrimp Resource Monitoring/Research: The shrimp project in 1987-88 continued monitoring the northern shrimp population in the western Gulf of Maine. The program this year consisted of three tasks: sampling of the Maine commercial shrimp fishery, assisting the Atlantic States Marine Fisheries Commission (ASMFC) Northern Shrimp Technical Committee (NSTC) with its summer shrimp survey, and participating in NSTC meetings. Research priorities for shrimp were determined and several research initiatives were begun.

The shrimp fishery sampling program consisted of sampling of shrimp landings at Maine ports between Stonington and Portland from December through May. The sampling frequency was designed to represent the fishing intensity by area. Interviews with the vessel captains produced information on catch size, fishing location and towing time. Samples of the catches were analyzed for size frequency, sex composition, parasites and egg stages. The 1987 summer shrimp survey consisted of dragging for shrimp at randomly selected stations in the western Gulf of Maine using a fine-mesh shrimp research trawl. Estimates of catch per tow and length frequency were made for each station for shrimp and by-catch (i.e., finfish). The survey was conducted aboard the Northeast Fisheries Center R/V GLORIA MICHELLE. Department personnel were involved in the field sampling aboard the GLORIA MICHELLE. The information provided each year by this project is used by the NSTC to produce an assessment of the condition of the Gulf of Maine northern shrimp stock. The NSTC's assessment and management recommendations are presented each autumn to the Commissioners of the ASMFC Northern Shrimp Section for their consideration in the promulgation of the shrimp fishery regulations for the ensuing season.

Environmental Monitoring:

Physical Data: The West Boothbay Harbor environmental monitoring program began in 19[illegible] with measurements of sea water surface temperature and air temperature. The following variables are now measured: sea water surface temperature, air temperature, sea water bottom temperature, salinity, barometric pressure, precipitation, wind speed, wind direction, relative humidity (replaced dew point), tide level and solar radiation. Data processing of the dew point time series was conducted by hand as time permitted. The historical time series of wind (1965-1986) and tide level (1962-1985) remain in analog form. Data collected by the new automated computerized system, which began operation in January 1986, are available on magnetic tape (digitized form), as a paper print-out or in analog form. Research reference documents on the sea surface temperature, salinity and precipitation are available upon request.

Results of this year's monitoring program, for the first six variables listed above, were issued by regular mailings to weekly, monthly, semi-annual, and annual users; by special requests to foreign, federal and state agencies; to academic institutions; to businesses; and to private individuals. A monthly summary of environmental data was included in the newsletter, the Portland Weather Bureau, the weekly newspaper "The Boothbay Register", and the University of Rhode Island Pell Marine Science Library. The monthly publication "Maine Climate", an issue of the Northeastern Regional Climate Program from Cornell University and the University of Maine at Orono included the monthly sea surface temperature. Special requests varying from single data points to entire time series totaled 92 this past year.

The immediate goal of this portion of the project is to establish and maintain a stable and continuing source of high-quality baseline physical environmental data for the use of scientists and any members of the general public who may be concerned with the marine environment. During the past year, emphasis was placed on sea surface temperature (SST) data base by 1) developing and designing computer programs to utilize the large data base; and 2) statistical analysis of this data base. Preliminary statistics were developed to determine valid data sets. This resulted in computing the yearly anomalies of SST for each year from 1905-1986.

In the longer range, the goals are: (1) to achieve full automation of data processing in order to reduce hand tabulation; (2) to reduce backlogs of analog data to digitized magnetic tape records and summaries; (3) to archive original, historical data for safe storage; and (4) to continue investigating promising technologies which represent the forefront of marine-related environmental monitoring.

Biological Data: At present, one species, the green crab *(Carcinus maenas)*, is monitored by the project. The green crab is of minor commercial value, principally as bait, but its primary importance in Maine (as well as Massachusetts and New Hampshire) has been its grossly damaging effect as a predator on soft-shell clams when it is overly abundant. The abundance of this species has historically followed very closely the major cycles of sea surface temperature. When annual mean temperatures (winter temperatures in particular) are high, crab abundance is high; when temperatures are low, crab abundance is much lower.

In the absence of any significant commercial fishery for this species, relative seasonal abundance has been estimated by DMR through shore samples taken in the fall at approximately 12 selected stations along the coast from Kittery to Perry. An update of a Research Reference Document is issued each year to describe the status of the green crab population along the Maine coast.

Fisheries/Health Division:

TOXICOLOGY:

Paralytic Shellfish Poison (PSP): Mussel and clam samples were collected from 18 primary and 200 secondary sites each week from April to October to determine the presence and concentration of paralytic shellfish toxin. In 1987, 2,700 samples were processed which used 11,100 mice in the bioassay. Increased industry cooperation lessened the impact of PSP closures. Fewer areas of the Maine coast were closed because of high PSP concentrations in 1987 than in 1986. PSP concentrations in the first three quarters of FY 1988 were also low. Closures persist for harvesters of ocean quahogs in the Jonesport area. Toxicological sampling for ocean quahogs is difficult because of the depth of the animals' habitat (100 + ft.) Added funds will aid in solving this difficulty in FY 1989. Whole scallop harvesting has been prohibited in Maine. The adductor muscle, which is typically the only body part eaten, is safe for consumers, while the digestive gland and mantle can be extremely toxic. In late 1987, PSP was implicated as a cause of death in whales on Cape Cod. DMR conducted an extensive toxicological survey of fin fish in the Gulf of Maine. PSP was only found in mackerel livers and only in certain southern locations in the Gulf. The relationship between PSP and the whale deaths could not be determined.

Recent advances have been made by the F.D.A. in the use of high pressure liquid chromatography (HPLC) in the development of chemical test for PSP toxins. This method, if accepted, would be less expensive in variable cost than the mouse bioassay and would give more accurate results. In anticipation of acquiring the necessary equipment, Maine has an interim agreement with the F.D.A. concerning the use of HPLC for screening shellfish samples for the presence of PSP. HPLC will allow for the differentiation of the various toxins and will thus give information not available by the mouse bioassay.

Domoic Acid: In December 1987, a toxin new to science, domoic acid, was identified as the cause of shellfish consumer illnesses and two deaths in Canada. DMR immediately began to monitor its shellfish harvest areas for this toxin to assure consumer safety. Maine leads the U.S. in this action. Canada's Health Protection Branch and the U.S. Food and Drug Administration are presently establishing appropriate methods for domoic acid monitoring and standards for maximum allowable concentrations in consumable marine products. An expansion of DMR's toxicology program involving new HPLC technologies will be necessary to address this new challenge to Maine's $21 mil. shellfish industry.

Red Tide Cysts: A program to survey the winter distribution of resting cysts of the toxic red tide dinoflagellates *Protogonyaulax tamarensis var. excavata* was intitiated by Bigelow Laboratory for Ocean Sciences in 1977 and has been conducted by DMR since 1980. The initial objectives of this study were: (A) to determine if the specific locations of resting cysts in intertidal sediments of coastal Maine could be useful as a predictive tool for pinpointing future geographic locations of shellfish intoxication; and (B) to establish a biogeographical baseline record of this species.

During the winter, samples were collected at DMR primary and secondary paralytic shellfish poison stations and other sites between Kittery and Eastport for analysis of the presence or abesence of cysts. Data derived from this and the previous five years' surveys do not show a consistent positive correlation between toxin rise in shellfish and the presence of cysts. Therefore, this type of study is not of predictive value of Maine's established PSP monitoring program. This study will be discontinued as a result of these analyses.

Bacteriology:

Lobster V-notch Experiments: Research on the effects of v-notching continued during the summer and fall of 1987. This study provided further details on the rates of healing and how the variables of molt stage and temperature affect these rates after v-notching. An additional experiment placed v-notched lobsters and local crabs in a cage in West Boothbay Harbor where infections and mortalities were monitored.

Scallop Abscess Project: During the winter of 1988 a survey of scallop landing ports revealed no new areas of scallop abscess disease. A half bushel of shellstock sample taken at each port also provided no cases of abscessed meats. Two fifty-scallop samples collected by the DMR dive team did locate two infected beds of scallops in the Damariscotta River. Histological sections of these infected scallop demonstrated the same pathology as the two previous years. Future studies will examine the cultivation and transmission of this bacterial pathogen.

Collaboration With Other Investigators: 1) Assisted with scallop port sampling; 2) Assisted Anadromous Division Leader in preparing fish transportation permits; 3) Assisted in PSP sampling and processing; 4) Assisted at Fishermen's Forum; 5) Assisted on DMR-DEP water quality criteria for net pen aquaculture; and 6) Assisted state pathologists with fish health exams at four Maine and one New Hampshire fish cultural facility.

Pathology: The pathology unit: 1) examines imports of live marine organisms to assure that importation will not be detrimental to our native marine life; 2) determines the geographic distribution and prevalence of fish and shellfish diseases in Maine and identifies emerging disease problems; 3) diagnoses diseases in fish, shellfish and crustaceans submitted for pathological examination; and 4) designs/coordinates/executes investigations of new diseases that occur in marine organisms along the coast of Maine.

Heavy Metal Analyses of Selected Tissues From Five Marine Species: Final results were received of heavy metal analyses by the Public Health Lab on 433 specimens, representing five species of marine crustaceans and bivalves collected along the Maine coast from October 2, 1985 to September 22, 1986. Included are 164 American lobsters, *Homarus americanus;* 64 rock crabs, *Cancer irroratus;* 5 Jonah crabs, *Cancer borealis;* 100 soft-shell clams, *Mya arenaria* and 100 blue mussels, *Mytilus edulis.* No unusually high concentrations of heavy metals were observed. Data for each specimen is on file at our pathology lab.

Tests for Environmental Contaminants In Selected Clam Flats: Tests were conducted in order to determine the relationship between concentrations of herbicides, chlorinated hydrocarbons and nine trace metals and the incidence and types of clam neoplasms on 10 flats. No relationship was observed. Indeed contaminant concentrations were found to be very low at all sites.

Montsweag Brook, Wiscasset and Brookings Bay, Woolwich Study: A commerical clam digger from Wiscasset complained of an unknown substance on the clam flats which he believed may have been responsible for a sickness experienced by himself and a partner. DMR, in order to assure public health and safety, along with several personnel from the State Public

Health Lab and Maine Yankee's Environmental Studies Group, conducted histopathological examinations of clams, tested sediments and water for volatile organics, semi-volatiles and trace metals, tested seaweed for radionuclides (Potassium, Potassium 40, Beryllium 7, Cesium 137) and tested sediment for hydrogen sulfide. No abnormal values were found in the above tests. Hydrogen sulfide could be detected but not quantified.

The concensus of opinion was that the "unknown substance" that showed up as a sheen on the flats and on top of the water was a product of normal decomposition of organic matter in the mud by sulfur-forming bacteria.

Fish And Shellfish Submitted For Examination/Diagnosis From Industry, Including Aquaculturists, and Other Laboratory Personnel: Lobsters were tested for the presence of red-tail *(Aerococcus viridans)*. A cooked lobster containing a "black substance", discovered when the carapace was opened was examined; the black substance was resorbed eggs. Monkfish livers, examined for a Portland exporter, contained *Anisakis*- a larval nematode. *Glugea*, a microsporidian parasite, was diagnosed in flounder. *Mercenaria* submitted from a commercial aquaculture operation following heavy mortalities, had a 5.2% (5/96) incidence of neoplasia. The Maine Yankee Environmental Studies Group submitted a shortnose sturgeon, an endangered species, for identification. Blue mussels were examined from the offshore waters of Massachusetts for evidence of pea crabs; these pests were found in the mussels and importation restrictions were imposed.

Continuing Investigations: Blood from smelt, herring, alewives and dogfish was examined for the presence of VEN (PEN), a viral blood disease. Clams were collected from seven areas (Crow Island, Thomas Point Beach, Camden, Rockport, York, Biddeford and Drakes Island), processed histologically and examined for neoplastic conditions. Oysters from the Marsh River were collected and examined for MSX.

Health Certification Activities: A meeting was held with Dutch authorities regarding certification requirements of European oysters for import into the Netherlands. Correspondence was exchanged with the chief pathologist at the Netherlands Institute for Fishery Investigations regarding the current status of shellfish diseases in Maine and the Netherlands.

Health certificates were prepared as needed for a marine worm dealer prior to shipment of 10,000 bloodworms per week to Italy. The State of Maine is only required to provide a statement that the worms appear healthy at the time of shipment, that the worms are not for human consumption and that they are to be used for sport fishing only. No histopathological examinations are required.

Collaboration: Several months were spent on histopathological examinations of blue mussel and American oyster slides received from Canadian authorities from P.E.I. and New Brunswick for evidence of differences between controls and specimens containing Domoic acid. American oysters from Canada were processed into histosections and unstained slides received from Canada were stained by Haematoxylin and Eosin, Mallory's Trichrome and Periodic-Acid-Schiff stains. No differences were evident between toxic and non-toxic oysters by light microscopy on these histological preparations. In addition, several thousand of DMR's histological preparations of mussels, oysters and clams were reviewed for evidence of granulation of the digestive diverticula, which the Canadians originally thought was associated with Domoic acid toxicity.

Physiology:

Red Tide (Protogonyaulax tamarensis): The study to determine the effects of toxic dinoflagellates on bivalve molluscs is continuing. A comprehensive study is underway to assess the susceptibility of oysters *(Crassostrea virginica* and *Ostrea edulis)* to paralytic shellfish poisoning along with a seasonal study of the food habits of mussels. Projects are beginning to assess the effects of "brown tide" and domoic acid on the commercially important species of shellfish in the Gulf of Maine.

Polyploidy in Shellfish: The study of induced polyploidy in shellfish is continuing in collaboration with the University of Maine. Polyploid shellfish stocks have been established and studies are underway to assess the potentials of polyploidization to the aquaculture industry. Efforts have begun to cultivate the giant scallop, *Placopecten magellanicus,* and these animals will be used in studies of polyploidy/energetics. This project is funded through Sea Grant and has resulted in several collaborative publications. Results of the study have been presented at the National Shellfisheries Association annual meeting.

Mussels (Mytilus edulis): A collaborative study is continuing with the Great Eastern Mussel Farms to assess the physical and biological factors which characterize "grow-out" areas. The study is designed to provide a model which will allow maximum grow-out of mussels in specific areas. The project has been funded through the National Science Foundation and results of the study have been presented at the National Shellfisheries Association Annual meeting, Shellfish Biology meeting and 2 publications are in preparation.

Scallops (Placopecten magellanicus): A comprehensive bibliography of information on the giant scallop, *Placopecten magellanicus,* is in preparation.

Benthic and Demersal Fisheries Division:

MARINE WORM RESEARCH:

The objectives of this program are to understand the biology, ecology and population dynamics of Maine's two commercially harvested baitworms, the sandworm *(Nereis virens)* and the bloodworm *(Glycera dibranchiata),* in order to successfully manage this multimillion dollar resource. The marine worm program's activities for the preceding year can be divided in the following categories: 1) industry requests, problems and concerns; 2) resource data collection; and 3) studies of the life history, ecology, anatomy and physiology of the bloodworm, *Glycera dibranchiata.*

Mussel Dragging Effects: Various industry requests and concerns were addressed this year. The effect of mussel dragging on adjacent sandworm areas was of particular concern to sandworm diggers. Monies were provided by the State Planning Office to examine the effects, either beneficial or detrimental, of mussel dragging on the sediment and the surrounding worm populations. The study site, which was sampled on a monthly basis, was located on Deer Isle. Sediment and biota samples were collected from control and dragged areas (see results in Mussel Dragging section below).

Minimum Size: Another issue which has repeatedly surfaced since the inception of the marine worm program 20 years ago is a minimum size requirement for bloodworms as a means of conservation. Certain industry members feel a great need for such measures while others see this as a waste of time. The possibility of employing size restrictions have been extensively examined numerous times with negative results. For soft-bodied organisms, such as these, it is almost impossible to set and enforce standards since length and weight are salinity dependent. The reproductive strategy of the bloodworm and sandworm must also be considered in management plans of these species. Basically, the worms reach a certain age at which they become sexually mature, spawn and die. Neither species spawn more than once. Therefore, regardless of size, if a worm is harvested prior to spawning, which it must for a marketable product, it cannot provide new recruits to the community. Theoretically, the size at which the worm is harvested is unimportant. Once it is removed from the population it cannot reproduce. Before any conservation measures can be employed, worm migration and local movement must be determined (see below).

Landings: Marine worm landings data and dealer lists are continually updated. The dealer list is of use when people contact DMR regarding where they may purchase worms.

Worm growth and migration: A study area, located in the Hancock/Sullivan region, will be used to examine: 1) seasonal and annual growth rates; 2) mortality estimates; and 3) behavior (i.e., winter migration, movement) of the bloodworm as well as collect baseline chemical and physical data from a productive *G. dibranchiata* mudflat. Binary coded microwire tags, which are injected in the worm's body cavity, will be used to investigate the first three objectives. This study will begin early in FY1989.

Feeding: Feeding studies have been completed to determine how *Glycera* feeds and what it feeds upon. Sediment samples from a productive bloodworm flat were collected, sieved and the remaining organisms identified. This was done to establish what was available for the bloodworm to eat. Gut contents and the contents of regurgitated sacks were examined for undigested remains. Clarification of the feeding behavior of the bloodworm is necessary before restocking of commercially productive bloodworm areas is possible. The marine worm industry has expressed considerable interest in restocking commercially viable intertidal regions. If appropriate food items are not available at the transplant site, the bloodworms may migrate from the area thus wasting time and resources. Knowledge of the dietary habits of bloodworms would enable managers to identify likely habitats and possible transplant sites for future cultivation.

Other Research: In an attempt to better understand the metabolic needs of the bloodworm, studies have been conducted on its feeding habits, respiration rates and the excretory products produced. These data provide information to the overall picture of what makes a productive bloodworm flat. Extensive literature reviews were conducted during the past year to keep abreast of polychaete research. Numerous public inquiries about the worm industry and how it functions have been answered. Lectures have been delivered to student and other groups on DMR's worm research.

Mussel Dragging-Marine Worm Populations: The purpose of this study was to determine if mussel beds or the resulting habitat created after mussels are harvested are favorable nursery areas for juvenile marine worms.

Commercial harvesting of wild mussel populations during the past several years has blossomed along intertidal and subtidal areas of the Maine coast, areas inhabited by marine worms. Maine's two commercially harvested marine worms, the bloodworm *(Glycera dibranchiata)* and the sandworm *(Nereis virens)*, represent a multimillion dollar industry for the State. The subsequent disturbance to these habitats due to mussel dragging has recently been the focus of much attention. It is not known if mussel beds provide the ideal habitat for the early life stages of these two commercially important polychaetes, or if commercial mussel dragging has a beneficial or detrimental effect on their populations and habitat.

A portion of Inner Harbor, Deer Isle was selected from several possible locations as the study area for this project. A section, approximately 45m x 25m, of a mussel bed was dragged with a chain sweep drag and marked off with buoys. The remaining portion of this bed, and another bed approximately 25m adjacent to the dragged site, were selected as the control sites.

Beginning in September 1986, samples were collected monthly from each of the three sites, over the course of one year. All samples were sieved and preserved. All benthic fauna are currently being sorted from the samples, and identified to the lowest practical taxon, with particular attention devoted to the polychaetes.

Physical and chemical variables were also measured on a monthly basis. At each of the three sites, surface water salinities and sediment temperatures were recorded and observations of changes of the Redox Discontinuity Potential layer (RDP) were made. Sediment cores were obtained monthly at each site and were utilized for sediment particle size analysis, and determination of organic matter content of the sediment.

A report, "The Effects of Mussel Dragging on Marine Worm Populations", was prepared for the Maine State Planning Office. This report analyzed numbers of *Mytilus edulis* and *Nereis virens* from each site over the first ten months of the study period. Results are summarized as follows: 1) juvenile sandworms, *Nereis virens*, were found in both the control mussel bed and the dragged area; 2) during the spring, post-larval sandworms inhabited the dragged area but were not abundant in the control area; 3) mussel spat settled on the existing control bed in greater numbers than on the dragged area; and 4) physical disturbances caused by dragging were not discernible after four months.

Upon completion of sorting and identification of all benthic fauna, seasonal variations exhibited by the species present (abundances, densities) and successive stages of the mussel beds, will be analyzed. The data generated from this study will be useful in estimating the carrying capacity of a mussel bed as it related to marine worm communities. Further it will provide useful information for the effective management of both mussel draggers and the marine worm industry.

Groundfish Nursery Grounds: Juvenile fish were sampled at three locations in the Sheepscot Estuary, at approximately two week intervals, from June 1987 to August 1988. The purpose of the study is to document the occurrence and distribution of young groundfish in the estuary as well as to quantify the predator/prey relationships of these fish through stomach content analysis. The intensive sampling of the fish population will end in August of 1988, however, the study of trophic interactions will continue as a joint DMR/University of Maine Sea Grant funded project. The ultimate goal will be to determine the energy exchange between fish and their prey and understand why this estuary serves as a nursery ground for young fishes.

Sea Scallop Ecology: 1987 was the third and final year of a National Undersea Research Program funded study of offshore scallop beds in the Gulf of Maine using manned submersibles. The work focused on Fippennies Ledge, a region where scallop density was as high as 20 animals per m^2, although beds on Jeffreys Ledge and Platts Bank were also investigated. The actual distribution of scallops is mathematically described by a negative binomial. In other words, scallops show clustered distribution. Two other species of animal occur regularly on the scallop grounds. Mud anemones, which show a negative association with scallops, and myxicolid worms, that are positively associated with the scallop. Areas of dredging activity could also be seen from the submersible. The substrate changed from an undisturbed organic/silty sand to a more sandy, gravelly appearance in the dredged areas.

Commercial Sampling Program for Sea Scallops: A commercial sampling program for adductor meat weights and catch/effort data was continued for the inshore sea scallop *(Placopecten magellanicus)* fishery along the Maine coast. Biological samples and interview information was collected from inshore boats landing their catches at 34 dealer locations between Portland, Maine-

and the Canadian border, between December 1, 1987 and March 31, 1988. Landings data collected from each boat included length and horsepower of vessel, fishing area, depth fished, away time, fishing time, gear description, lbs. and value of catch, man-hours fished, lbs. landed/ft. dredge width/hr. towed, lbs. landed/sq. ft. dredge opening/hr. towed, value/tow hr., value/man-hr., value/ft. dredge width/hr. towed, and value/sq. ft. dredge opening/hr. towed. Information collected from 62 boats during the winter of 1987-1988 again show that chain sweeps were more efficient than rock drags. Chain sweeps were catching scallops at a catch/effort rate of 3.22 lbs./ft. dredge width/hr. towed compared to rock drags at 2.99 lbs./ft. dredge width/hr. towed. These values compare with 1.57 amd 1.05 lbs./ft. dredge width/hr. towed respectively for chain sweeps and rock drags towed during the winter of 1986-1987. These recent increases in catch/effort are probably the result of the abundant 1982-1983 year classes entering the fishery and catch/effort values are expected to increase further during the winter of 1988-1989.

A preliminary investigation was also undertaken to determine increases in scallop meat weight associated with shucking scallops on board into buckets of fresh water. Preliminary results indicate that meat weights increased at least 25%. An attempt will be made during the winter of 1988-1989 to determine what percent of the fleet is engaged in this practice.

Collection of Landings Data: DMR's port agent coordinated data collection, the compilation of fisheries landings information, and the collection of biological herring samples, with the National Marine Fisheries Service (NMFS) port agents in Rockland and Portland. The DMR's port agent collected commercial fisheries landings data from dealers and other commercial sources between Waldoboro and Eastport in Knox, Waldo, Hancock and Washington Counties. Data collection sources are revised annually and updated. Some considerable landings of crabs, seaweeds and sea urchins were added during 1987-1988.

The exchange of commercial landings information is beneficial to both state and federal governments. Landings information collected by DMR and NMFS are integrated in the formation of the Maine Landings report. This report aids the fishing industry in making plans for expansion based upon what future marine are or might be available for commercial harvest. The landing information is also used in deriving state-federal matching funds available for research needs. The port agent position was terminated on 4/30/88 because of lack of federal funding.

Survey of Fishing Grounds: The LORAN bearings for commercial groundfish tows are being collected for the fisheries oceanography program outlined above. The survey will include an assessment of the relationship between benthic sediment type and prey species present and the feeding habits of the commercial groundfish species present.

Research Services Division: This division provides multiple services for the Bureau of Marine Sciences including funding source searches and computer operations assistance. Research areas include development and analyses of population and ecosystem models.

System Ecology and Energy Analysis:
HERRING RECRUITMENT MODEL:
The larval herring recruitment model which began in FY 1987, was translated into a computer program. Simulations were run for nine different years (1965-1973). Preliminary results indicate that year to year variations in the composition and distribution of the zooplankton populations that serve as forage for larval herring are an important factor determining herring larval recruitment. However, environmental influences, such as extremely low winter water temperature, may have a dominate effect on survival in certain years. A critical time in the early life history of herring was hypothesized to occur in late fall and early winter based on model results. During this period herring larvae are first capable of feeding on small zooplankton like *Pseudocalanus* and *Oithona* whose populations may determine the initial carrying capacity of herring larvae in coastal and estuarine waters along the Maine coast. The model was accurate in predicting larval survival during the years examined when large populations of herring existed on Georges Bank and in Maine coastal waters. However, the behavior of Maine herring changed drastically after 1974. After this time larvae from late spawning fish began to dominate the springtime population. This trend has continued; at present, late spawning may be the most important factor determining larval herring survival. The larval herring recruitment model may be used to investigate the dynamics of late spawning as it relates to recruitment during the next fiscal year.

Economic and environmental analysis of resource values: During the summer of 1987, Earthwatch volunteers worked on an Energy Analysis project to provide an economic and environmental overview of Maine. This work provided the background information necessary to proceed with an analysis of the importance of the coastal zone and its marine resources to the state's economy. The value of Maine's marine resources in supporting the state's gross domestic product is not adequately represented by current measures of value such as the dollar value of fish landed. A more accurate index can be obtained by evaluating economic and environmental functions together and expressing their relative magnitudes in terms of a common denominator. A new measure, EMERGY spelled with an "m", has been defined for this purpose by H.T. Odum and his co-workers. Emergy is the total amount of energy of a standard kind (e.g. solar joules) that is required to make a unit amount of some product (e.g. a joule of kinetic energy in wind, a joule of wood biomass, a joule of coal, or a gram of steel). Emergy provides a powerful new method through which systems of man and nature such as fisheries economies and ecologies can be better understood. To date, emergy analysis of the Maine economy showed that dispersed environmental resources account for 26% of the emergy used. Environmental energies support a greater fraction of the economic activity in Maine than in Florida, Texas, or the nation as a whole. Imported fuels account for 43.5% of emergy use in Maine which is a larger percentage than in Texas but less than in Florida. Fuel emergy imported to Maine is not balanced by exports making Maine an emergy debtor. However, this debt is not recognized by current economic accounting methods because the emergy value in the fuels is not counted. The dollar value of fuels is based solely on the cost of the human service involved in their production and delivery. Maine's import-export emergy balance shows a slight surplus when fuel emergy is neglected and exported emergy is calculated using Maine's emergy to dollar ratio. Renewable emergies in hydroelectric power and wood biomass from within the state account for 12.7% of emergy used. Export of virtual emergy in exchange for tourist and net federal expenditures is 1.84 times greater than the emergy in actual exports.

Emergy indices give a paradoxical characterization of Maine. The density of emergy use in Maine is one half that in Florida, Texas, and the nation, yet the emergy use per person is greater than in Florida, and the nation, and only 7% less than the emergy use per person in Texas. Maine is undeveloped in terms of the ratio of concentrated to rural emergy use, but the Maine standard of living is high as measured by the use of emergy, fuel, and electricity per person. This paradox can be resolved by considering regional differences within the state. In reality there are two Maines: a Maine of forests, farming, and fishing in the north and east and a more heavily populated Maine of industry and commerce to the south and west.

Despite these regional differences, the state as a whole is an excellent place for investment where every dollar spent by industry or other investors buys 1.85 times the emergy value that it could purchase in an average state. Although Maine has a large development potential, emergy analysis indicates that it would be unwise to push development beyond a point where twice the present population is supported at the 1980 standard of living. Maine is rich in resources, and lightly populated at present. These conditions allow her to support a larger percentage of her present population in a lower energy future than either Florida or Texas. In a future of diminished fossil fuel resources, Maine's economy should fair much better than average, because at present she has renewable energies in forest biomass, waterpower, and tidal power that are not fully exploited, as well as a large storage of unexploited nonrenewable energy in peat.

Palaeoecology Of The Gulf Of Maine: Past ecosystems in the Gulf of Maine from 18,000 years ago to the present were reconstructed as the result of work requested by Hal Borns, Director of the Center for Quaternary Studies at the University of Maine, Orono. This work was presented at the 10th Biennial Meeting of the American Quaternary Society, June 6-8, 1988 in Amherst, MA. The resulting paper will be submitted to an appropriate journal for publication.

PUBLICATIONS:

The Marine Resources Laboratory operates a "Fishermans Library" as part of their overall library facilities. Books and articles on various aspects of fishing are available on a library loan basis to the general public.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MARINE RESOURCES

BUREAU OF MARINE SCIENCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,366,736	909,259	134,013		323,464	
Health Benefits	82,246	54,223	8,674		19,349	
Retirement	251,465	169,727	24,280		57,458	
Other Fringe Benefits	6,996	4,738	550		1,708	
Other Contractual Service	451,626	345,738	52,181		53,707	
Rents	886	693			193	
Commodities	165,958	141,991	2,862		21,105	
Grants—Subsidies—Pensions	19,331	19,270			61	
Equipment	56,691	24,937	9,253		22,501	
Interest—Debt Retirement	247	233			14	
Transfers to Other Funds	18,686		5,248		13,438	
TOTAL EXPENDITURES	2,420,868	1,670,809	237,061		512,998	

MAINE MARKETING ADVISORY BOARD

WAYNE D. SMITH

Central Office: 1 Vaughn Place, Caribou — *Telephone:* 498-6130
Mail Address: P.O. Box 145, Caribou, Maine — *Recorder:* 800-462-8818

Established: September 23, 1983

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 463; *Citation:* 7 M.R.S.A., Sect. 1008B

Average Count—All Positions: 1 — *Legislative Count:* 0

PURPOSE: The Maine Marketing Advisory Board advises the Commission on operation of the Maine Potato Price Stabilization Program, an initiative designed to reduce destructive price competition in potato marketing and reduce highly variable short run pricing of potatoes.

ORGANIZATION: The Board consists of five members; three representing first handlers of Maine round white potatoes and two representing Maine potato dealers. Committee members are appointed by the Commissioner from lists of nominees provided by the Maine Potato Board.

PROGRAM: The Price Stabilization Program was amended by the 111th Legislature in its second regular session (see P.L. 1984 Chapter 829) to eliminate mandatory minimum prices and provisions requiring licensing of first handlers of Maine round white potatoes.

Under this program, newsletters are mailed weekly to 950 grower/packers in the potato industry and are a very valuable marketing tool for potato producers. These newsletters provide up to the minute pricing information from all the major potato areas across the country and supplies the reasons for any recent changes in price. Growers are also kept abreast of current market conditions and are provided with an analysis of market trends and consumer preferences. In addition growers are made aware of acreage and production changes in major areas, U.S.D.A. reports are analyzed so that producers are aware of what impact all the numbers will have on their farming operations.

This program also provides a pre-recorded message to growers that is updated twice daily. Recordings are on an eight hundred phone line (800/462-8818) and report current market conditions and prices from all over the country as well as suggested minimum prices that growers should receive from dealers.

PUBLICATIONS:

Weekly Newsletter to potato growers, free

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are included with those of the Department of Agriculture, Food and Rural Resources.

MAINE MARITIME ACADEMY

THE HONORABLE JOSEPH SEWALL, PRESIDENT, BOARD OF TRUSTEES
THE HONORABLE KENNETH M. CURTIS, PRESIDENT

Central Office: Castine, Maine *Telephone:* 326-4311
Mail Address: Castine, Maine 04420

Established: 1941 *Sunset Review Completed:* April, 1988

Reference: Policy Area: 02; *Umbrella:* 75; *Unit:* 370; *Citation:* 1941 P&SL Chap. 37

Average Count—All Positions: 165 *Legislative Count:* N.A.

Organizational Units:
Board of Trustees
Board of Visitors
Office of the President
Training Division
Academic Division
Administrative Division
Student Affairs Division
External Services Division

PURPOSE: Maine Maritime Academy is a college specializing in ocean and marine oriented programs at the undergraduate and graduate level, with emphasis on engineering, transportation, management, and ocean science, as well as preparing officers for the merchant marine and the uniformed services of the United States. The Mission of the college is to provide an educational environment which stimulates intellectual curiosity, fosters professional competency, encourages rigorous self-discipline, and develops leadership potential through a learning environment which emphasizes active student involvement in both the curricular and co-curricular educational process. The college provides public service to the State while perpetuating Maine's heritage of the sea.

ORGANIZATION: The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its Charter. This is accomplished through five divisions listed in the organizational units above.

Under the policy guidance furnished by the Board of Trustees, the President of the Academy is the principal executive, being assisted by five division heads, each of whom oversees their respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration, under regulations prescribed in 46 CFR, 310A. Fiscally, the Academy is supported by state appropriations, student fees and a subsidy of $100,000 from the Maritime Administration. The Training Ship "State of Maine" is made available to the Academy by the Maritime Administration, which funds major repairs. The Academy pays the cost of operating the ship on training cruises and while in port in Castine from its operating budget.

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of $4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

PROGRAM: Academy enrollment projections in the summer of 1988 are 470. Of these, 88 were seniors, 90 juniors, 99 sophomores and 193 freshmen. The student body included 20 women. Students from the State of Maine numbered 60% of the total. There were 180 students from other states and students from abroad. The Bachelor of Science degree was awarded to 106 graduating seniors in April 1988.

Graduates continue to find employment opportunities with a wide range of marine and non-marine related companies. Nearly 99% of the class of 1987 found employment within 6 months of graduation. Twenty-four graduates of the class of 1987 accepted active duty commissions in the U.S. Navy, three in the United States Coast Guard, and two enrolled in the Master of Science Program in Shipping Management.

The annual training cruise was conducted in the months of May and June following graduation of the senior class. The ship made port calls at Port Canaveral, Curacao, Bermuda, Halifax, and Nassau.

To meet the management and design personnel needs of the growing pleasure boat and small commercial craft industries, Maine Maritime expanded its curriculum in 1988 to include two programs in Marina and Boatyard Management and Naval Architecture and Yacht Design (formerly the Yacht Design Institute).

The Marina and Boatyard Management curriculum includes courses in marine insurance and liability, marine surveying, small boat construction, small craft engineering, coastal piloting and seamanship, and small business management. The Naval Architecture and Yacht Design program provides students with the opportunity to gain competence with the technical fundamentals of designing and engineering yachts and small commercial craft of less than 200 feet in length.

A fourth engineering track was added in 1988 with the addition of a Power Engineering Management and Operations major. The course of study will prepare students for managerial entry-level positions as plant engineers, operations engineers, and plant managers within the fast-growing power and process engineering fields.

Also of statewide significance, Maine Maritime became in 1988 the owner and operator of the 80-foot oceanographic research vessel *ARGO MAINE*, which is used by the principal academic, private, and government marine research organizations in the state. The five member institutions—Bigelow Laboratory for Ocean Sciences, Maine Department of Marine Resources, Maine Geological Survey, Maine Maritime Academy, and the University of Maine—are collectively dedicated to the promotion and coordination of marine research on the Gulf of Maine for its protection, preservation, and management.

Evening programs during the fall and spring, and an extensive array of courses, seminars, and meetings during the summer months, play an increasing role in Academy routine, as wider opportunities for adult study and other community interests are accommodated. The addition of these programs assures year-round utilization of Academy facilities. The Center for Advanced Maritime Studies continues to offer advanced professional maritime training courses on a year-round basis.

LICENSES, PERMITS, ETC.

Bachelor of Science degree.
Master of Science in Maritime Management.
Associate degree.

PUBLICATIONS:

Maine Maritime Academy Catalog	(no charge)
Maine Maritime Academy—The Formative Years 1941-1966 by Howard C. Jordan	$5.00
Maine Maritime Academy Viewbook	(no charge)
Cruise Planning Manual for the Research Vessel *ARGO MAINE*	(no charge)

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

MAINE MARITIME ACADEMY
Statement of Current Fund Revenues, Expenditures and Other Changes
Year Ended June 30, 1988
with comparative figures for 1987

	Unrestricted	Restricted	Total	Prior year
Revenues:				
Tuition and fees	1,671,190	45,946	1,717,136	1,882,283
Federal appropriations	234,067	0	234,067	279,857
State appropriations and grants	4,466,224	231,978	4,698,202	4,229,218
Federal grants and contracts	15,037	384,567	399,604	283,629
Private gifts, grants and contracts	260,714	174,456	435,170	318,624
Endowment income	35,588	29,262	64,850	69,870
Sales and services of auxiliary enterprises	1,747,799	0	1,747,799	1,913,782
Other income	357,369	80,487	437,856	385,255
Total current fund revenues	8,787,988	946,697	9,734,685	9,362,518
Expenditures and mandatory transfers:				
Educational and general:				
Instruction	2,277,887	228,374	2,506,261	2,473,280
Public service	145,713	3,302	149,015	197,412
Academic support	440,409	9,990	450,399	473,703
Student services	894,389	63,723	958,112	906,898
Institutional support	1,575,079	2,410	1,577,489	1,604,320
Operation and maintenance of plant	1,220,958	288,300	1,509,258	1,331,283
Scholarships and fellowships	22,543	245,191	267,734	285,224
	6,576,978	841,290	7,418,268	7,272,120
Mandatory transfers for:				
Principal and interest	152,787	0	152,787	160,638
Loan fund	7,687	4,962	12,649	12,623
Total mandatory transfers	160,474	4,962	165,436	173,261
Total educational and general expense	6,737,452	846,252	7,583,704	7,445,381
Auxiliary enterprises:				
Expenditures	1,712,165	100,445	1,812,610	1,754,115
Mandatory transfers for:				
Principal and interest payments	50,107	0	50,107	52,037
Total auxiliary enterprises	1,762,272	100,455	1,862,717	1,806,152
Total expenditures and mandatory transfers	8,499,724	946,697	9,446,421	9,251,533
Other transfers and additions (deductions):				
Excess of restricted receipts (expenditures) over transfers to revenues		(149,235)	(149,235)	138,388
Unrestricted gifts allocated to other funds			0	0
Net allocation of unrestricted resources from (to) other funds	(245,430)		(245,430)	(102,463)
Total transfers	(245,430)	(149,235)	(394,665)	35,925
Net increase in fund balance	$ 42,834	(149,235)	(106,401)	146,910

MAINE MEDICAL LABORATORY COMMISSION

PHILIP W. HAINES, Dr. P.H., CHAIRPERSON

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2727
Mail Address: Statehouse Sta. #12, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 359; *Citation:* 22 M.R.S.A., Sect. 2026

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To encourage the development of private medical laboratories in Maine while safeguarding the public health. The department (Commissioner or his designee) with the approval of this Commission, decides on the issuance of a license to operate private medical laboratories. The Commission advises on the enactment of appropriate rules and standards for laboratories, and may suggest changes in law.

ORGANIZATION: This Commission of six professionals, three consumer members and the Chairperson oversees the application of the Maine Medical Laboratory Act. Members are appointed by the Governor for three year terms, with staggered expiration dates. Support is provided by staff from the Department of Human Services' Public Health Laboratory.

PROGRAM: During FY 88 the Commission conducted business by mail on several occasions. Two new laboratories were licensed and renewals issued. The number of licensed laboratories is now ten.

Staff have devoted considerable effort to writing of rules for implementation of L.D. 518 of 1987. These rules spell out the various new proficiency testing requirements for physicians' office laboratories and clarify other requirements. These rules should be implemented soon.

Recent months have seen a gradual, steady increase in the number of laboratories seeking licensure. There has also been considerable national attention to the clinical laboratory field. Commission staff have supplied information in response to congressional inquiries. Staff and the Commission will need to keep close watch on this changing field.

LICENSES, PERMITS, ETC.

License:

Private Medical Laboratory

PUBLICATIONS:

1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free
3. Rules and Regulations—free

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to less than $1,000.00 in FY 88 and are, by administrative decision, included with those of the Bureau of Health, Department of Human Services.

MENTAL HEALTH ADVISORY COUNCIL

ROBERT J. HARPER, DIRECTOR, BUREAU OF MENTAL HEALTH
JOAN FORTIN, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4230
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1977 *Sunset Review Required by:* June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 196; *Citation:* 34B M.R.S.A., Sect. 1209

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: As an appointed voluntary body representing the mental health community, the Mental Health Advisory Council acts in an advisory capacity to the Commissioner of the Department of Mental Health and Mental Retardation on a broad range of mental health issues and concerns including needs, resources, and goals and objectives. Statutorily, it has three specific mandates:

(1) Advise in the development of the state mental health plan;
(2) Advise in the appointment of a Director of the Bureau of Mental Health; and
(3) Report to the Legislature's Human Resources Committee as a part of a regularly scheduled annual meeting.

ORGANIZATION: The Council consists of thirty members appointed by the Governor for three-year terms. The membership is generally composed of consumers of mental health services, family members of persons with mental illness, and providers of direct and indirect mental health services, both public and private. A majority, but not more than sixty percent, of the Council must be consumers and family members. The Council meets monthly with the Commissioner and the Director of the Bureau of Mental Health and other Departmental staff as appropriate. Other programs and individuals are also frequently invited to make presentations and to participate in discussion. Some members of the Council are also members of other planning and advisory groups.

PROGRAM: The Council's activities encompass matters involving broad policy and program issues and long-range planning for mental health services, including development of the state mental health report. The Council continues to co-sponsor and participate in the annual Departmental public community mental health forums held throughout the state to encourage greater community involvement with mental health issues and to assist in further identifying mental health needs. During FY 88 the Council played an active role in mental health legislation, and had oversight of a statutorily mandated planning initiative addressing all aspects of the Maine mental health system. The Council established a planning committee that coordinated eight special subcommittees that participated in the statewide planning process.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

SUSAN BROOKS PARKER, COMMISSIONER
RONALD S. WELCH, Associate Commissioner, Programs
RONALD R. MARTEL, Associate Commissioner, Administration

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4200
-*Mail Address:* Statehouse Sta. #40, Augusta, Maine 04333

Established: 1939 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191; *Citation:* 34B M.R.S.A., Sect. 1201

Average Count—All Positions: 2,180 *Legislative Count:* 2,267

Organizational Units:
- Bureau of Mental Health
- Bureau of Mental Retardation
- Affirmative Action Office
- Office of Advocacy
- Bureau of Children with Special Needs
- Public Information Office
- Office of Community Support Systems
- Division of Planning and Management Information
- Division of Quality Assurance
- Residential Treatment Centers Advisory Group
- Developmental Disabilities Office
- Mental Health Advisory Council
- State Planning & Advisory Council on Developmental Disabilities
- Maine Committee on Problems of the Mentally Retarded
- Maine Advisory Committee on Children¯with Special Needs

PURPOSE: The Department of Mental Health and Mental Retardation was established to enhance the quality of life for persons with mental handicaps and developmental disabilities by helping them to meet their needs for personal, social, educational, vocational and economic development, to enable them to function at maximum levels of potential and maintain their dignity as human beings and citizens in a free society; and to profit from the variety of options open to all citizens of the State of Maine.

Its mission is to support and empower individuals and families to enjoy an improved quality of life through effective stewardship of public resources.

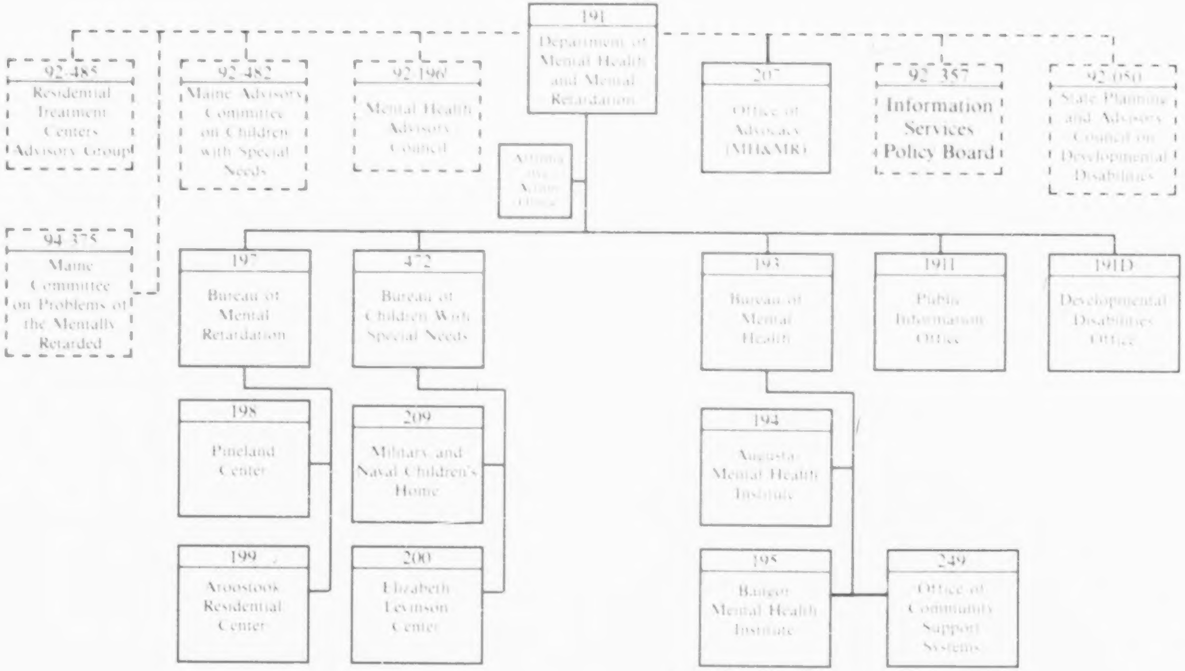
The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons under its jurisdiction. The Department also exercises general supervision, management of research, quality assurance and planning, grounds, buildings and property, employees and patients of the State institutions within its jurisdiction.

ORGANIZATION: The Department of Mental Health and Mental Retardation was established in 1939 as the Department of Institutional Services. Its present composition and designation evolved out of the development of a separate Department of Corrections by the Legislature in 1981. Intradepartmental divisions provide for the general administration, planning and management of Mental Health, Mental Retardation and Children's Services as required by statute. Additionally, the Legislature has established a number of advisory committees and councils that serve in an adjunct capacity to provide public input to the department's planning and decision-making processes.

Within the central administration the Commissioner provides the overall policy direction to each bureau and facility and the department's management infrastructure; the Associate Commissioner for Programs provides planning and policy direction for programs and services offered through the Department's Bureaus and institutions or contracted for through private agencies. The Associate Commissioner for Administration is responsible for all of the department's financial affairs as well as personnel and employee relations.

PROGRAM: Specific program information pertaining to FY 88 is included in separate reports prepared by the Department's subdivisions.

ORGANIZATIONAL CHART
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION
UMB 14


191
Department of Mental Health and Mental Retardation
92-485
Residential Treatment Centers Advisory Group
92-482
Maine Advisory Committee on Children with Special Needs
92-196
Mental Health Advisory Council
Attorney
Office
207
Office of Advocacy (MH&MR)
92-357
Information Services Policy Board
92-050
State Planning and Advisory Council on Developmental Disabilities
94-375
Maine Committee on Problems of the Mentally Retarded
197
Bureau of Mental Retardation
472
Bureau of Children With Special Needs
193
Bureau of Mental Health
191I
Public Information Office
191D
Developmental Disabilities Office
198
Pineland Center
199
Aroostook Residential Center
209
Military and Naval Children's Home
200
Elizabeth Levinson Center
194
Augusta Mental Health Institute
195
Bangor Mental Health Institute
249
Office of Community Support Systems

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	47,481,122	46,517,419	265,037		698,666	
Health Benefits	3,066,861	3,007,906	22,800		36,155	
Retirement	9,370,387	9,197,824	49,723		122,840	
Other Fringe Benefits	332,516	324,909	3,113		4,494	
Computer Services – State	28,479	28,421			58	
Other Contractual Service	5,834,954	4,826,291	691,820		316,843	
Rents	345,033	321,395	22,442		1,196	
Commodities	4,014,379	3,801,896	200,740		11,743	
Grants – Subsidies – Pensions	28,761,433	25,046,114	269,055		3,446,264	
Buildings and Improvement	1,256,461	1,253,636	2,825			
Equipment	535,527	505,439	22,178		7,910	
Interest – Debt Retirement	1,293	1,268	16		9	
Transfers to Other Funds	50,945		23,439		27,506	
TOTAL EXPENDITURES	101,079,390	94,832,518	1,573,188		4,673,684	

LICENSES, PERMITS, ETC.

Refer to Specific Program areas for details.

PUBLICATIONS:

Refer to Specific Program areas for details.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MENTAL HEALTH & MENTAL RETARDATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,729,803	1,729,803				
Health Benefits	84,781	84,781				
Retirement	313,430	313,430				
Other Fringe Benefits	9,878	9,878				
Computer Services—State	7,699	7,699				
Other Contractual Service	1,047,554	1,047,554				
Rents	106,172	106,172				
Commodities	2,147,003	2,147,003				
Grants—Subsidies—Pensions	44,517	44,517				
Buildings and Improvement	1,220,262	1,217,437	2,825			
Equipment	6,790	6,790				
Interest—Debt Retirement	724	724				
TOTAL EXPENDITURES	6,718,613	6,715,788	2,825			

OFFICE OF ADVOCACY (MH & MR)

RICHARD A. ESTABROOK, ESQ., CHIEF ADVOCATE

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4223
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 207; *Citation:* 34-B M.R.S.A., Subsec. 1205
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The Office of Advocacy is established within the Department of Mental Health and Mental Retardation to investigate the claims and grievances of clients of the Department. The Office also advocates for compliance with all laws, administrative rules and regulations, and institutional and other policies relating to the rights and dignity of these clients, and acts as a monitor of restrictive and intrusive treatments. In addition, the Office of Advocacy is designated investigatory agent of the Department under the mandate of the Adult Protective Services Act (22 M.R.S.A., Sect. 3470 *et seq.*).

ORGANIZATION: Advocacy services were created administratively in 1972 with the appointment of institutional resident representatives at the Augusta and Bangor Mental Health Institutes, the Maine Youth Center and a Patient-Inmate Representative located in the Department's Central Office. In 1975 the 107th Legislature officially designated the "Office of Advocacy."

Presently Pineland, AMHI, BMHI and the Levinson Center each have an advocate. In addition, there are five community advocates for mentally retarded individuals in the community. One community advocate position is split half-time at the Levinson Center.

The four community advocates and the advocate at Pineland: (1) investigate allegations of abuse, exploitation, and neglect of mentally retarded individuals; (2) approve and monitor the utilization of aversive behavior modification plans both at Pineland and in the community; (3) represent clients at inter-disciplinary team meetings at which programs for treatment, services, and goals are planned, developed and recorded; and (4) review policies and actions of the Bureau's regional offices and at Pineland suggest ways to better deliver high quality care to mentally retarded individuals.

The two institutional mental health advocates: (1) investigate allegations of abuse, mistreatment, and neglect; (2) assist in the investigation and resolution of patient grievances; (3) attend treatment team meetings to aid in having the patient's treatment desires met; and (4) review policies and practices to advocate for humane care at the hospitals.

The Office of Advocacy administers a contract under which civil legal services may be provided to clients and patients of the Department.

PROGRAM: The Office of Advocacy has provided assistance or information to upwards of 2,000 mentally ill and/or mentally retarded clients through investigations of alleged abuse, review of aversive programming, representation of clients at Interdisciplinary Team Meetings, and Pupil Evaluation Team meetings. The Office has been actively involved in the implementation of regulations assuring mentally ill patients' rights, and will be actively enforcing those rights. A major goal of the Office is to be able to provide to the Department suggestions which will not only impact upon individual client's lives, but will also aid the Department and clients in general through helpful systematic changes.

PUBLICATIONS:

Pineland Center Clients' Rights Handbook—free from Advocate, Pineland Center, Box C, Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330.

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401.

Rights of Mentally Retarded Persons (Summary of 34 MRSA c. 186-A)—free

Rights of Recipients of Mental Health Services, free, obtainable from the Chief Advocate, State House Station #40, Augusta, Maine 04333, or either of the two institutional advocates.

The Office of Advocacy and each individual advocate working for the Office of Advocacy maintains a substantial library of information regarding clients' rights. These materials are available for on-site use and in many cases are available for loan to individuals involved in service provision for clients of the Department of Mental Health & Mental Retardation.

In addition copies of all documents and laws referred to in the Department's regulations, "Rights of Recipients of MH Services," are available for inspection at each office of an advocate with the Office of Advocacy.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office: Lombard St. Ext., Presque Isle *Telephone:* 764-4104
Mail Address: Box 1285, Presque Isle, Maine 04769

Established: 1972 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 199; *Citation:* 34-B M.R.S.A., Sect. 5403

Average Count—All Positions: 22 *Legislative Count:* 23

PURPOSE: The primary purpose of the Center is to provide residential services and behavioral training aimed at increasing functional independence to help the adult client learn to live in the mainstream of society.

Specific objectives include the provision of the following:

A. Respite care to families who are in need of either temporary or emergency placement of their mentally retarded child or adult in the Center's two (2) available respite care beds;
B. Residence for adults attending either a sheltered workshop or adult day activity program;
C. Transitional programming for Pineland Center residents who are returning to Aroostook County;
D. Transitional programming for all residents from more restrictive residential environments to less restrictive residential placements;
E. Transitional apartment programming to teach residents skills of independent living over a period of approximately six to twelve (6-12) months; and
F. Basic teaching activities in such areas as daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills and overall community socialization.

ORGANIZATION: The Aroostook Residential Center began operation in October 1972.

Pre-admission evaluations are conducted by the regional office of the Bureau of Mental Retardation with final screening conducted by the facility's Admissions Committee. Decisions to admit are based on specific program recommendations developed through a mutli-disciplinary approach. Regular admissions require certification of eligibility for intermediate care facility for mentally retarded services.

Following admission, the resident is assigned a specific staff member who is responsible for the implementation of the resident's individual program plan. Quarterly monitoring and staff reviews are conducted to assess program effectiveness. Modification of the resident's program is made as the need arises and implemented by Center staff.

A professional experienced in mental retardation program administration directs the activities of the houseparents and coordinates resident related activities between the Center and community agencies. These houseparents are the primary teachers and care providers for the residents.

PROGRAM: The Center operates on a 24 hour per day/seven days per week basis. Residents must be 16 years or older and experiencing behavioral adjustment difficulties.

The Center has also focused on enhancing its behavior management capabilities. Contracts for expanded professional services, i.e., psychology, speech therapy, occupational and physical therapy, give the staff significant consultative support. As a result, the Center has been able to manage more difficult and complicated behavior.

Compliance with the standards for licensure as an intermediate care facility for the mentally retarded provides the initiative for developing a more intensive behavior stabilization program. Additional Federal revenues to the general fund generated as a result of the operation of a seven-day program equals approximately 60% of the Center's operating costs.

These services have helped to stabilize requests for Pineland Center admissions by providing services to Aroostook County residents closer to home.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	384,882	384,882				
Health Benefits	24,670	24,670				
Retirement	79,645	79,645				
Other Fringe Benefits	3,083	3,083				
Other Contractual Service	121,351	121,351				
Rents	2,313	2,313				
Commodities	17,956	17,956				
Grants—Subsidies—Pensions	1,552	1,552				
Equipment	2,737	2,737				
Interest—Debt Retirement	16	16				
TOTAL EXPENDITURES	638,205	638,205				

AUGUSTA MENTAL HEALTH INSTITUTE

WILLIAM C. DAUMUELLER, ACSW, SUPERINTENDENT

Central Office: Hospital Street, Augusta *Telephone:* 289-7200
Mail Address: Box 724, Augusta, Maine 04330

Established: 1834 *Sunset Review Required by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 194; *Citation:* 34-B M.R.S.A., Sect. 3201

Average Count—All Positions: 614 *Legislative Count:* 633

Organizational Units:
- Admission Unit
- Young Adult Unit
- Adult Unit
- Older Adult
- Pre-Discharge Unit
- Forensic Treatment Unit
- Adolescent Unit
- Alternate Living Program
- G.R.O.W. Workshop Programs
- Medical Infirmary
- Nursing Home
- Evaluation/Research
- Staff Development
- Hospital and Business Services
- Health Sciences Library
- Professional Consultants
  - Nursing, Social Work,
  - Psychology, Activities

PURPOSE: The Augusta Mental Health Institute is mandated to treat adults who require intensive 24-hour psychiatric services from the following counties: Androscoggin, Cumberland, Franklin, Kennebec, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo and York. In addition, the Institute provides inpatient psychiatric treatment to adolescents from throughout the State. All services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Augusta Mental Health Institute is the only facility, for these counties, mandated and equipped to provide care and treatment in a hospital setting to the following categories of patients: those who require involuntary hospitalization; those who require a secure setting; those who require extended periods of inpatient treatment and/or rehabilitation; those committed under the criminal statutes for observation, care and treatment; and those who require certain highly specialized programs not available elsewhere. The demand for mandated services is such that voluntary admissions have to be refused, delayed or diverted to assure suitable accommodations for those most in need. In some cases, the lack of appropriate community alternatives requires that Augusta Mental Health Institute accept additional acute patients on a voluntary basis.

ORGANIZATION: The Augusta Mental Health Institute was established in 1834 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hosptial in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital and in 1973 to its present designation. Throughout most of its history the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. The development of the community mental health centers in the 1960's resulted in a redefinition of the Institute's role. It stands today as a necessary and valuable part of the comprehensive mental health system which provides a broad range of services to Maine residents.

The Augusta Mental Health Institute is organized on a system of functional treatment units in order to meet, as effectively and efficiently as possible, the needs of mental health clients in the counties previously mentioned. Each of the functional units is responsible for the total treatment and rehabilitation of its patients:

A. Admission Unit: The 30-bed unit is primarily an intensive assessment, diagnostic and crisis intervention service, offering short term treatment such as chemotherapy, group therapy, activity therapy, and occupational therapy. Except for forensic patients and adolescents, approximately 50% of our patients are discharged within 7-9 days. This rapid stabilization and discharge function requires carefully planned aftercare services which are provided by various mental health agencies throughout the state.

B. Forensic Treatment Unit: At present, the 33-bed Forensic Unit is divided into an 8-bed high security section and a 25-bed medium security section. The 8-bed section provides short term intensive diagnostic and treatment services in a secure setting for individuals referred from the courts for observation, care and treatment and for civil admissions from state and county correctional facilities. Those found Not Guilty by Reason of Insanity (NGRI's) or Incompetent to Stand Trial are generally treated on the medium security area unless otherwise indicated. The staff of this Unit monitor all legal hold patients, regardless of treatment unit or release status.

C. Adult Program: This 45-bed program focuses on treatment and social intervention to adult psychiatric patients up to age 45. Most patients in this program are being served in a long term outpatient or community based programs with occasional inpatient episodes being necessary.

D. Young Adult Program: A 45-bed short term intensive psychiatric program designed to meet the needs of patients 18-30 years of age. Many of these patients are best described as the young chronic mentally ill with the special problems of substance abuse and other social problems.

E. Adolescent Unit: This 24-bed unit provides comprehensive diagnostic and treatment services in an inpatient setting to all those mentally ill Maine youths (ages 12-17) whose problems have not or cannot be resolved through less restrictive alternatives in the community.

F. Older Adult and Other Special Treatment Populations: A 40-bed milieu program for clients over 52. This program focuses on remotivation, improvement in basic functional skills and is individualized by additional treatment modalities specific to assessed needs. Services accommodate the needs of the head injured and hearing impaired who are part of this program.

G. Pre Discharge Unit: Closely aligned with the Alternative Living Program, this unit houses patients needing little structure and supervision and emphasizes those skills related to living independently or in less structured group living situations. This unit also has the capacity to expand or contract as our patient population and staffing dictates.

H. Alternative Living Program: The Alternative Living Program consists of six houses or apartments on the grounds with a capacity of 40 patients. Each house provides a small, supportive, homelike group setting which more closely parallels the experiences that the patients are likely to encounter in the community. The goal for the individual is to reach the highest level of independent functioning possible, with the ultimate goal being community integration.

I. Therapeutic Activities: A multi-disciplinary group of action oriented therapies that provide a means for individuals to go from a dysfunctional to a functional state. Occupational therapy, recreational therapy, movement/dance therapy and art therapy, are among those professions currently represented at AMHI under the umbrella of Therapeutic Activities. Adult educators are available to provide skill development, formal academic training and many leisure time skill enhancement courses.

J. G.R.O.W. Workshop: This comprehensive workshop program utilizes any funds generated over and above the wages paid to workshop clients to expand rehabilitation opportunities. Clients with disabilities comparable to those of AMHI patients are referred from the community mental health centers, Divisions of Vocational Rehabilitation, Bureau of Mental Retardation and other mental health related agencies. By extensive utilization of this modality, patients who would have remained untreated or whose treatment may have been inappropriate and ineffective have reentered the world of productive employment in varying degrees of self-sufficiency.

K. Nursing Home Unit: The patients housed in this 70-bed Unit are impaired both physically and behaviorally. Their disabilities are such that they cannot currently be served in community nursing homes or other alternative settings. However, a social work and nurse team recently established by the Bureau of Mental Health and housed at AMHI will provide consultation and education services to community nursing homes with the goal of assisting them to maintain psychiatrically impaired patients in community nursing homes.

L. Infirmary: The 16-bed Infirmary provides a Medicare certified general hospital level of care, at less cost than would be incurred by a transfer to a general hospital. Those patients requiring surgery or intensive care are transferred to the Kennebec Valley Medical

Center. Psychiatric care to patients in the Infirmary continues to be provided by the patient's psychiatric team.

M. Clinic: The Clinic serves as a medical support service to the psychiatric units, Nursing Home and Infirmary. It is responsible for coordinating referrals to medical specialties not provided at AMHI but represented by consulting medical staff, including podiatry and dental services. In addition, AMHI is required to maintain well equipped medical support facilities including an X-ray department, laboratory, pharmacy, physical therapy department and a dental hygienist.

N. Ancillary and Support Services: Chaplains, Volunteers, Staff Development, Library and a host of other specialized services augment the other treatment services available and add to the overall therapeutic environment.

O. Substance Abuse Project: AMHI benefits from the Alcohol Premium Fund in the form of services provided through contract with Crisis and Counseling, Inc. This expanded service contract provides staff support to our inpatient programs and in the area of aftercare. Three full-time staff are assigned to inpatient units and provide services to the whole institute population, but the strong emphasis is on the young adult population. Two additional persons provide aftercare and community services to discharged patients.

PROGRAM: In the face of tremendous admission pressure and rising expectations from external review bodies, AMHI staff have maintained vigorous efforts to ensure that patients receive reasonable levels of care.

At the same time, our patient population has remained at levels not seen since latter stages of deinstitutionalization in 1976. Admissions to AMHI were 1,477 compared to 1,226 last year, an increase of 211. Because of this burgeoning census and the rapid increase in admissions throughout the fiscal year, AMHI experienced a sharp decline in staff to patient ratio and severe overcrowding. The Legislative Commission on overcrowding is studying this situation. A preliminary report has been issued, with a final report due in the fall of 1988.

AMHI continues to be accredited by the Joint Commission on Accreditation of Healthcare Operations (JCAHO). Participation in the Medicare program was recently discontinued, but we anticipate reapplication, as additional resources are put in place. We have been able to bring the Medicare Nursing Standard into compliance.

AMHI utilizes two Mental Health Program Coordinators to promote smooth entry into local community aftercare networks. These individuals serve the Portland area and the Augusta/Waterville area.

In addition, the sheltered and extended employment programs provided by our G.R.O.W. Industries program and the independent living training provided by our Alternative Living Program add significantly to our efforts in the reintegration of our patients into the main stream of society.

Because of the variety of programs offered at AMHI, we function as an important teaching resource for physicians, psychologists, social workers, nurses, occupational/recreational therapists, as well as for students in other health related areas. Formal educational programs include Grand Rounds which bring in nationally known experts, as well as state and local presenters to provide a fresh and stimulating professional environment. This combines with AMHI's secondary function as a site for presentations sponsored by the Department of Mental Health and Mental Retardation, as well as providing a meeting site for the Maine State Alliance for the Mentally Ill, which encourages and strengthens that very productive relationship.

LICENSES, PERMITS, ETC.: None.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AUGUSTA MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,470,752	13,267,559	203,193			
Health Benefits	864,776	845,775	19,001			
Retirement	2,666,262	2,627,752	38,510			
Other Fringe Benefits	103,457	100,878	2,579			
Computer Services—State	12,145	12,145				
Other Contractual Service	906,012	832,982	72,814		216	
Rents	2,527	2,527				
Commodities	671,319	588,865	81,699		755	
Grants—Subsidies—Pensions	606,251	481,653	124,598		—	
Buildings and Improvement	36,199	36,199				
Equipment	174,281	173,833	448			
Interest—Debt Retirement	3		3			
Transfers to Other Funds	2,767		2,762		5	
TOTAL EXPENDITURES	19,516,751	18,970,168	545,607		976	

BANGOR MENTAL HEALTH INSTITUTE

ROGER M. WILSON, M.D., ACTING SUPERINTENDENT

Central Office: Hogan Road, Bangor *Telephone:* 941-4000
Mail Address: Box 926, Bangor, Maine 04401

Established: 1885 *Sunset Review Required by:* June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 195; *Citation:* 34-B M.R.S.A., Sect. 3201

Average Count—All Positions: 534 *Legislative Count:* 555.5

Organizational Units:

Institute Services
Personnel
Adult Psychiatric Program
Rehabilitative Services
Quality Assurance
Program on Aging

PURPOSE: The mission of the Bangor Mental Health Institute is to diagnose, treat and improve the mental, social and physical health, and where appropriate, the vocational and economic usefulness of adults from the counties of Aroostook, Hancock, Penobscot, Piscataquis and Washington, who require intensive 24-hour psychiatric services. These services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Bangor Mental Health Institute is part of a comprehensive system of mental health services in Northern and Eastern Maine which includes community mental health centers with multiple branch offices, community hospitals and private providers. It is the only hospital serving two-thirds of the state's geographic area that provides services for those mentally ill patients who cannot be managed in less restrictive settings, such as community mental health outpatient programs and community hospital inpatient programs, boarding homes, or nursing homes.

ORGANIZATION: The Bangor Mental Health Institute was established in 1901 as the Eastern Maine Insane Hospital. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, now the Department of Mental Health and Mental Retardation. Its present name was established by the Legislature in 1973.

The Bangor Mental Health Institute is a 300-bed psychiatric hospital with 553.5 full-time equivalent staff positions authorized. The Institute is organized by specific functional treatment programs with 15 in-patient wards (units), two halfway houses and a specialized community residence located on the Institute grounds. The Adult Psychiatric Program consists of

152 beds (plus 8 temporary beds) which are located in eight residential programs organized into four units. Those units include an Admissions Unit which provides short term acute care and crisis management. The Skills Learning Program includes an intermediate program consisting of two wards for patients requiring psychiatric care up to one year and a Rehabilitation Program for longer stay patients, consisting of two wards. The Transitional Living Unit is located in a ward and also includes a halfway house program for patients preparing to leave the Institute. The Forensic Program (ward) provides treatment for persons found innocent by reason of mental disease, as well as persons admitted from jails and correction facilities.

The Program on Aging consists of 130 beds in four units, each with two wards. The overall goal is to provide therapeutic patient centered gero-psychiatric rehabilitation promoting the optimal level of health consistent with the limitations of the aging process and leading to a less restrictive environment. Treatment philosophy is eclectic, designed to meet the combined emotional, social, and physical health needs of this varied population, and emphasizes acquisition of adaptive coping mechanism and skills learning in a supportive, normalized setting. Therapeutic Community Unit patients are primarily self-caring and exhibit a wide range of functional abilities and disorders, needing active psychosocial therapy and education to achieve improved behavior and movement to a less restrictive environment. Adaptive Living Skills Unit patients are functionally or cognitively impaired, needing remotivation to maintain or improve mental and physical status and needing a supportive environment to increase interpersonal communication, integrity, and control. Resocialization Unit patients are chronically mentally and physically impaired with regressive, confused and unpredictable behavior, needing close supervision, basic socialization and reality orientation to maintain social and ADL skills. Psychiatric Nursing Home Unit patients are extremely cognitively impaired, dependent in ADL, regressed psychosocially, and physically debilitated, needing restorative and rehabilitative nursing programs to enhance and maximize quality of life.

Major clinical departments providing clinical and administrative services are Office of the Superintendent, the Office of the Clinical Director, including psychiatrists and other medical specialists and consultants; the Department of Nursing, including Nursing Education; the Department of Psychology, and the Department of Social Work and Rehabilitative Services which include Chaplaincy, Occupational Therapy, Physical Therapy, Therapeutic Recreation, Education, Library and Volunteer Services. Other clinical departments that provide essential services to patients are the Medical Clinic, Dental Services, Lab, X-Ray, and the Pharmacy.

PROGRAM: Bangor Mental Health Institute (B.M.H.I.) continues to provide integrated mental health services as part of Maine's mental health system. In order to enhance linkages with community programs, B.M.H.I. Administration and staff have worked closely with the Community Health and Counseling Services Board and Aroostook Mental Health. Other B.M.H.I. departments are also working to improve coordination of services with community programs such as Social Work with Aftercare to ease the transition of patients to the community; Rehabilitative Services with Growth Resource Center, Vocational Rehabilitation, Phoenix, Together Place, and Penobscot Valley Industries to expand and coordinate vocational services for mental health consumers, and Program on Aging professional staff working with Bureau of Maine's Elderly and Maine Health Care Association and the Citizens' Interest Group to provide increased communication and advocacy for improved mental health services for older citizens of Maine.

There has been a concerted focus over the past year on the transition of patients from the Institute to the community. The Program on Aging, in conjunction with the Citizens' Interest Group, transitioned eight geriatric patients into a new community located group home in June 1987.

Throughout the year there has been a substantial increase in transitional services, including community linkages and support and day programming for patients who are on leave, trial visit, or for recently discharged patients. The transitional focus has been, in part, a response to the burgeoning demand for limited bed space at B.M.H.I.

The Institute is accredited as a psychiatric hospital by the Joint Commission on Accreditation of Health Organizations.

The Program on Aging again received renewed Medicaid certification as an Intermediate Care Facility (I.C.F.) of 130 beds, under applicable state and federal standards.

The Benchmark Vocational Program has served over 100 B.M.H.I. patients over the past year and has undergone a series of revisions both in programs and staffing. Planning is currently underway for a new Benchmark building to be constructed on the grounds later this year.

One ward in the K Building (K-3) is currently undergoing extensive renovations and remodeling to provide an improved environment for in-patients.

The Psychiatric Rehabilitation Program at B.M.H.I. has continued to advance, with an additional group of nine staff trained this year and a new training program in the Program on Aging.

The Institute also serves as the location for a number of state, regional, and local offices, including Environmental Protection, Office of Energy Resources, Worker's Compensation, Bureau of Taxation, Bureau of Mental Retardation—Region II, Pre-Release Center, and Inland Fisheries and Wildlife.

LICENSES, PERMITS, ETC.

Nursing Assistant Certificates
Medication Assistant Certificates

PUBLICATIONS:

Patient's Handbook—B.M.H.I.	(Free to citizens, patients)
Staff Handbook	(Free to staff)
Patients' Rights Manual	(Free to citizens, patients)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,489,680	11,465,408	24,272			
Health Benefits	733,166	730,895	2,258		13	
Retirement	2,299,908	2,295,507	4,401			
Other Fringe Benefits	62,658	62,251	407			
Computer Services—State	4,657	4,657				
Other Contractual Service	768,090	747,864	14,914		5,312	
Rents	58,929	36,981	21,948			
Commodities	578,135	463,466	114,435		234	
Grants—Subsidies—Pensions	640,101	629,542	10,559			
Equipment	110,237	88,748	20,419		1,070	
Interest—Debt Retirement	351	338	13			
Transfers to Other Funds	1,225		1,193		32	
TOTAL EXPENDITURES	16,747,137	16,525,657	214,819		6,661	

BUREAU OF CHILDREN WITH SPECIAL NEEDS

ROBERT E. DURGAN, Ph.D., DIRECTOR

Central Office: State Office Bldg., Augusta, 4th Floor *Telephone:* (207) 289-4250
Mail Address: Statehouse Station #40, Augusta, Maine 04333

Established: 1985 *Sunset Review Required by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 472; *Citation:* 34-B M.R.S.A., Sect. 6204

Average Count—All Positions: 36.5 *Legislative Count:* 34.5

PURPOSE: The Bureau's legislative mandate is to serve "children in need of treatment," with particular reference to children aged "0 to 5 years who are developmentally disabled or who demonstrate developmental delays," and to children aged "6 to 20 years who have treatment needs related to mental illness, mental retardation, developmental disabilities or emotional and behavioral needs that are not under current statutory authority of existing state agencies." Through the development of definitions, explicit statements of departmental priorities and procedures, the conduct of needs assessments and program evaluations, and the presentation of specific children's service plans to biennial sessions of the Legislature, the Bureau is charged with expanding and improving services to Maine children with special needs who comprise its clients, and to their parents.

ORGANIZATION: The Bureau of Children with Special Needs came into existence in September, 1985, as the result of action by the first session of the 112th Maine Legislature. It succeeds the Office of Children's Services, established in 1973 by administrative action of the department. With the creation of the new bureau, the development and delivery of children's services was elevated to equivalent status and visibility with the department's other two main organizational units—the Bureau of Mental Health and the Bureau of Mental Retardation. Financial and staff resources of these two bureaus relating to children have been reassigned to the Bureau of Children with Special Needs; in addition, the Infant Development Center in South Portland and the Elizabeth Levinson Center (an intermediate care facility for severely handicapped children) in Bangor joined the Military-Naval Children's Home, in Bath, as programs under the administrative jurisdiction of the Bureau.

PROGRAM: During 1987-88, grants developed or administered by the Bureau of Children with Special Needs totaled approximately $5,350,000. Services purchased through these grants fall primarily into the following categories, with the figures in parentheses representing the approximate proportion of these services to the total budget:

Residential Treatment Services (20%)
Day Treatment Services (10%)
Family Intervention & Support Services (25%)
Early Intervention Services (18%)
Mental Health Services (27%)

In the majority of instances, funds from the Bureau are combined with those of other children-oriented programs or agencies, such as public schools, the Department of Human Services, the Department of Corrections, the Department of Educational and Cultural Services, and the Developmental Disabilities Planning Council. As a result, a major focus of the bureau's central office is devoted to continuation and strengthening of Maine's successful ten-year effort to coordinate child and family services between state agencies, represented by the Interdepartmental Committee.

Approximately 2500-3000 children receive services in programs assisted by Bureau grants. Competitive federal grants are also obtained. At present the Bureau administers a national demonstration grant from the Administration on Developmental Disabilities to develop a statewide respite care network, a Child and Adolescent Service System Program grant from the National Institute of Mental Health, and a Homeless Children's Project from the National Institute of Mental Health.

Action by the 113th Legislature appropriated funds to and permits the Bureau to provide an array of services to assist families in maintaining their children with disabilities in their own homes. In addition to family support, major Bureau priorities in the coming year include working towards the development of an appropriate and responsive service network for children with serious emotional impairments.

PUBLICATIONS:

Bureau of Children with Special Needs Biennial Plan (1987-88)

A Study of the Reported Adequacy of Behavior Stabilization Services for Pre-adolescents in Maine.

Report of the Commissioner's Task Force on Self-Destructive Behavior and Teen Suicide.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CHILDREN WITH SPECIAL NEEDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	923,473	753,445			170,028	
Health Benefits	56,586	47,485			9,101	
Retirement	169,724	138,898			30,826	
Other Fringe Benefits	7,365	6,358			1,007	
Computer Services—State	605	605				
Other Contractual Service	274,518	242,187			32,331	
Rents	12,122	11,722			400	
Commodities	16,471	14,906			1,565	
Grants—Subsidies—Pensions	5,243,347	4,217,494			1,025,853	
Equipment	843	843				
Interest—Debt Retirement	34	25			9	
Transfers to Other Funds	2,028				2,028	
TOTAL EXPENDITURES	6,707,116	5,433,968			1,273,148	

OFFICE OF COMMUNITY SUPPORT SYSTEMS

SUSAN WYGAL, DIRECTOR

Central Office: State Office Bldg.; *Floor:* 4 *Telephone:* 289-4238
Mail Address: Statehouse Sta. #40, State Office Building, Augusta, Maine 04333

Established: January 16, 1984

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 249; *Citation:* 34B M.R.S.A., Sect. 3004

PURPOSE: The Office of Community Support Systems was established to promote and support the development, implementation and management of comprehensive systems of services for persons with chronic mental illness and to ensure the integration and maintenance of a decent quality of life for such persons through the development of community support service systems in the local mental health service areas.

ORGANIZATION: The Office of Community Support Systems within the Bureau of Mental Health was established in January 1984, evolving from the federally-funded Community Support Systems Project, part of a national initiative to assess, plan, and develop community support systems for persons discharged from state psychiatric hospitals. As community-based services to chronically mentally ill persons became a more predominant direction within the mental health system, the scope of these services grew to encompass a broader population including persons with chronic mental illness who may have been institutionalized only briefly, or not at all. The Director of the Bureau of Mental Health appoints, consistent with Personnel Law, the Director of the Office. The Regional Program Coordinators, who work in the regional mental health service areas, report to the Director. Crisis Stabilization Program Staff report to the Regional Program Coordinators.

PROGRAM: The Office of Community Support Systems (OCSS) works directly with consumers of mental health community support services and their families. Through technical assistance, staff support and contracts, OCSS has promoted the development of twelve family support and advocacy groups as well as the statewide chapter of the National Alliance for the Mentally Ill. Through funding and technical assistance, OCSS has promoted the growth of consumer self-help groups throughout the state.

Staff of the Office of Community Support Systems also provide technical assistance and training to provider agencies and organizations either directly or through conferences, workshops, or other types of training and development activities. This enables providers to improve service delivery and design new programs. For example, OCSS, as part of its focus on the housing and vocational needs of mentally ill persons, sponsors annual housing and vocational conferences which bring providers together to share programs and ideas and learn about innovations in those fields.

FY 85 notably marked the establishment of three Crisis Stabilization Program sites which continue to provide in FY 88 around the clock crisis intervention services and short-term emergency and respite housing services to mentally ill persons to avert institutionalization. The Legislature appropriated funds for FY 87 for a fourth site in the Lewiston-Auburn area, through a contract with a local provider and with OCSS oversight.

OCSS also works with local and regional groups to conduct needs assessment and planning for service system development and to monitor existing services.

Goals and objectives for OCSS are contained in the State mental health report which is updated annually by the Bureau of Mental Health.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Health.

DEVELOPMENTAL DISABILITIES OFFICE

SUSAN B. PARKER, COMMISSIONER
PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: Nash Building, Augusta; *Telephone:* 289-4213
Mail Address: Statehouse Sta. #139, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191D; *Citation:* 34B M.R.S.A., Sect. 1211
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Department of Mental Health and Mental Retardation is designated as the sole agency of the State to administer any statewide plan for the construction, equipment, maintenance or operation of any facility for the provision of care, treatment, diagnosis, rehabilitation, training or related services; which plan is required under provision of PL 100-146, "The Developmental Disabilities Assistance and Bill of Rights Act of 1987."

The Developmental Disabilities Office provides staff support to the Maine State Planning and Advisory Council on Developmental Disabilities. The Developmental Disabilities Office assists the Council in improving and enhancing the network of services available to developmentally disabled persons of all ages in Maine.

ORGANIZATION: The Department of Mental Health and Mental Retardation is designated as the Administering agency for the Developmental Disabilities Council by 34B M.R.S.A. 1211 para. 4.

The Office is composed of an Executive Director, a Developmental Disabilities Planner, Consumer Education Coordinator, and a Secretary.

The staff assists The State Planning and Advisory Council on Developmental Disabilities in examining the issues germane to the Council's mission and purpose.

PROGRAM: Please reference the State Planning and Advisory Council on Developmental Disabilities.

PUBLICATIONS:

All FREE (limited availability on asterisked items)

—DD Dispatch (The Council's Bi-monthly newsletter)

—Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition)*

—Three-year State DD Plan 1987-89*

—Jargon and Acronyms: A Booklet of Descriptions and Definitions

—Special Education for Parents: Rights and Responsibilities

—Just Like Me: Disability Awareness Activities

—Perspectives: Looking at Maine's Planning & Advisory Council on Developmental Disabilities

—Transition: Beyond Special Education

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are included with those of the Bureau of Mental Retardation.

ELIZABETH LEVINSON CENTER

GENEVA M. BENSMAN, DIRECTOR

Central Office: 159 Hogan Rd., Bangor *Telephone:* 941-4400
Mail Address: 159 Hogan Rd., Bangor, Maine 04401-5697
Established: September 23, 1971 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 200; *Citation:* 34B M.R.S.A., Sect. 6252
Average Count—All Positions: 57 *Legislative Count:* 58

PURPOSE: The Elizabeth Levinson Center serves severely and profoundly retarded children, ages birth to twenty (20) in a combined residential and training program. Referrals for admission come through the Bureau of Mental Retardation regional offices and Bureau of Children with Special Needs located throughout the state.

The primary purpose of the Center is Respite Care, Evaluation and Training for severely and profoundly retarded children. The purposes of the Center are:

1. Provision of Emergency Respite Care and Respite Care for families with severely and profoundly retarded children.
2. Provision of residential and program services for severely and profoundly retarded children.
3. Provision of contracted training. This program provides a family and their child with six months (renewable) training and residential services. This program provides parents with specific evaluations and training methods or elimination of negative behaviors which may prevent that child from taking part in community and school programs.
4. Provision of short-term evaluation services of severely and profoundly retarded children resulting in recommendations for future program developments.
5. Support placement of severely retarded children in the community.
6. Provision of early intervention program for developmentally disabled children, birth to five years. Includes center-based and home-based services and consultations.

ORGANIZATION: The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the director of the Bureau of Children with Special Needs and under the overall supervision of the Department of Mental Health and Mental Retardation. Its name was changed to the Elizabeth Levinson Center in 1973. The majority of the direct care staff are State employees; medical, dental and hospital services are provided by the community.

PROGRAM: The Center continues to provide residential and training programs to severely and profoundly retarded children and their families.

The Elizabeth Levinson Center accepts referrals for admission from the six regional offices of the Bureau of Mental Retardation and Bureau of Children with Special Needs. A regional office case worker and Center social worker makes an intake visit to the family and presents the case for consideration to the Admissions Committee (made up of professional staff, representatives of various disciplines, parents and public school personnel). A Service Contract is written stating goals, responsibilities of the parties, and date of discharge. An Individual Program Plan (IPP) is developed and program reviews are conducted monthly or quarterly, depending on the Service Agreement Contract. Throughout the child's residence, parents are actively involved with their individual program in order to mitigate the separation adjustment and to increase the potential of transition into the home once the child is discharged.

Activities of note include expanded outreach services and assistance to families in rural areas, expanded in-service training for Bureau and Center staff, increased Center involvement in public school staff training and the provision of training to community provider agencies.

The Center offers an Early Intervention Program providing Center-based and home-based services to children birth to five years of age. Consultation with Preschool Coordination sites is also available.

Education programs for school age children are now provided by attending local school programs in the Bangor and Brewer area.

PUBLICATIONS: (Free)
Elizabeth Levinson Center Brochure

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELIZABETH LEVINSON CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,138,890	1,138,890				
Health Benefits	73,091	73,091				
Retirement	225,601	225,601				
Other Fringe Benefits	9,060	9,060				
Other Contractual Service	95,837	92,573			3,264	
Rents	4,448	4,448				
Commodities	44,905	42,014			2,891	
Grants—Subsidies—Pensions	114,541	114,541				
Equipment	19,084	17,574			1,510	
Interest—Debt Retirement	30	30				
Transfers to Other Funds	25				25	
TOTAL EXPENDITURES	1,725,512	1,717,822			7,690	

BUREAU OF MENTAL HEALTH

ROBERT J. HARPER II, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4230
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333 TTY: 289-2000
Established: 1959 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 193; *Citation:* 34B M.R.S.A., Sect. 3001
Average Count—All Positions: 1,079.5 *Legislative Count:* 24
Organizational Units:
Mental Health Advisory Council
Interstate Compact on Mental Health
Office of Community Support Services

MENTAL HEALTH AND MENTAL RETARDATION

PURPOSE: The Bureau of Mental Health is responsible for the direction of mental health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Mental Retardation, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient. The Bureau is also mandated to promulgate rules aimed at protecting and enhancing the rights of recipients of mental health services.

ORGANIZATION: The Bureau of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine. The Commissioner of Mental Health and Mental Retardation appoints, subject to Personnel Laws and with the advice of the Mental Health Advisory Council, the director of the Bureau of Mental Health. Legislation relative to Maine's participation in the Interstate Compact on Mental Health was enacted in 1957.

PROGRAM: The Bureau of Mental Health is primarily engaged in promoting an effective, integrated, and coordinated comprehensive mental health care system. The Bureau's goals and objectives are contained in a State mental health report which is updated annually. The Mental Health Advisory Council reviews and advises the Commissioner on the development and content of the report. Goals included maintaining and improving the quality of both the institutional and community components of the comprehensive system. Priority for services was established for persons with severe and persistent mental illness, elderly persons, and deaf persons. Major objectives were accomplished through the continued and increasing cooperation and coordination of the various components of the service delivery system.

During FY 88 several major activities and accomplishments occurred. The Bureau has focused on improved and expanded contracting capacity through the initiation of a comprehensive review of contract procedures and programmatic standard development. The Bureau's Elderly Services Coordinator oversaw the implementation of two Federal grants to provide inservice training to nursing and boarding home personnel and to provide consultation services and client functional assessments in such facilities. The Bureau received a continuation of a Federal grant to study the life course of persons who have been discharged from the areas of emergency services, housing, and socialization, especially for persons with severe and persistent mental illness. The Bureau worked closely with families with mentally ill members and encouraged the development of family support and advocacy groups.

The Bureau has continued to improve accountability for resources through its performance contracting system. Specific accomplishments include the promulgation of regulations providing for uniform cost identification and principles of reimbursement for community mental health services. The Bureau also implemented a new client reporting system for large mental health providers, which will be expanded to other providers and will continue to be improved in the upcoming year. In another area of accountability, new licensing standards for mental health programs were promulgated, and a patient rights monitoring system was established in both the institutional and community systems.

The Office of Community Support Systems has continued to promote and support the development and improvement of comprehensive, coordinated community support systems for persons with severe and persistent mental illness. These efforts have primarily focused on the development of needed housing, vocational, and crisis services. The Office continued to manage crisis stabilization programs at three sites. In the last fiscal year, the Office also worked with a community agency to develop a fourth crisis intervention program in the Lewiston-Auburn area.

Maine has provided leadership in several areas of mental health policy during this past year. The Maine mental health system was named in a national evaluation survey released during FY 87 as among the top four systems in the country with respect to its institutional and community services for people with the most severe mental illnesses. The Bureau will continue in the upcoming year to work on a broad range of unmet needs, particularly in the area of housing and vocational services.

LICENSES, PERMITS, ETC.

License:

Agencies for the Provision of Mental Health Services

1. Aroostook Mental Health Center
2. Valley AMI Center
3. Community Health & Counseling Services
4. St. Michael's Center
5. Blue Hill Memorial Hospital, Inc.
6. Three Hudson Street
7. The Together Place, Inc.
8. Families United of Washington County
9. Opportunity Housing, Inc.
10. Kennebec Valley Mental Health Center
11. Motivational Services, Inc.
12. Kennebec Valley Regional Health Agency
13. Kennebec-Somerset Home Aide Services
14. Crisis and Counseling Centers, Inc.
15. Youth & Family Services, Inc.
16. Tri-County Mental Health Services
17. 100 Pine Street
18. Maine Medical Center Community Mental Health Center
19. Spurwink School-Day Treatment
20. Western Maine Counseling Service
21. Amity Center
22. Shalom House, Inc.
23. Ingraham Volunteers
24. Holy Innocents Home Care Service
25. Community Health Services, Inc.
26. Community Counseling Center
27. Residential Services for the Deaf
28. Marriage & Family Counseling
29. York County Counseling Services, Inc.
30. Bath-Brunswick Mental Health Association
31. Dirigo Resources, Inc.
32. Mid-Coast Mental Health Center
33. Home Counselors, Inc.
34. Androscoggin Home Health
35. Creative Health Foundation

Licensed by Interdepartmental Licensing Committee

36. The Homestead Project, Inc.
37. Youth Alternatives of Southern Maine
38. The Spurwink School
39. Sweetser Children's Home

PUBLICATIONS:

Annual mental health reports (most recent, 86-87)
Rights of Recipients of Mental Health Services
Your Rights as a Psychiatric Inpatient in Maine
Service Definitions for the Prevention and Treatment of Mental Health Disorders
Mental Health Licensing Review Protocol
Guardianship
Report of the Task Force on Mental Health Services to Elderly Persons
Mental Health Services in Maine Series:
  Vocational Programs in Maine for Individuals with Psychiatric Disabilities
  Alternative Mental Health Residential Programs in Maine

Mental Health Consumer Organizations and Social Clubs
Family Self-Help Support Groups in Maine
Comprehensive Mental Health Agencies in Maine
State of Maine Mental Health Institutes
Mental Health for Maine's Elderly

Available to interested individuals by contacting the Bureau.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	780,754	389,729	29,323		361,702	
Health Benefits	39,650	21,661	1,449		16,540	
Retirement	137,824	70,724	5,316		61,784	
Other Fringe Benefits	6,204	3,273	99		2,832	
Other Contractual Service	814,957	126,737	470,898		217,322	
Rents	17,245	16,595			650	
Commodities	82,008	81,170	4		834	
Grants—Subsidies—Pensions	10,265,882	8,612,187	133,898		1,519,797	
Equipment	2,024				2,024	
Transfers to Other Funds	39,868		18,112		21,756	
TOTAL EXPENDITURES	12,186,416	9,322,076	659,099		2,205,241	

BUREAU OF MENTAL RETARDATION

BETSY J. DAVENPORT, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4242
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: July 1, 1969 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 197; *Citation:* 34-B M.R.S.A., Sect. 5201
Average Count—All Positions: 934 *Legislative Count:* 168

PURPOSE: The Bureau of Mental Retardation was established to assure that services and programs available to the citizens of Maine are equally available to individuals with mental retardation and individuals with autism and their families. The Bureau is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated statewide community programs for persons with mental retardation. The Bureau serves as liaison, coordinator and consultant to several state departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian and/or Conservator for citizens with mental retardation in need of this service.

ORGANIZATION: The Bureau of Mental Retardation was established in 1969. Central Office staff include a Director, a Manager of Field Operations, a Manager of Resource Development, a Guardianship Program Manager, a Quality Assurance Manager, Management Analysts and clerical support. The Bureau is responsible for the operation of Pineland Center and Aroostook Residential Center. The Bureau operates a residential and workshop training center in Freeport. In addition, community mental retardation programs are supported through grants by the Bureau to private, non-profit agencies. Administratively, the State has been divided into six regions with an Administrator in each. Community case management staff assist individuals in obtaining services, assist agencies in securing finances and developing programs, review all cases referred to and from institutions and provide program planning services to clients.

PROGRAM: During FY 88, the Bureau has continued its commitment to having parents and providers involved in the development of plans statewide as well as task groups and committees. A long range planning task force was established during 1987 and has developed a draft long range plan. Members of this committee include parents, service providers and BMR staff from across the state.

Transition services to young adults who are preparing to leave school and enter employment or adult services continued to be a major focus during FY 1988. An interagency committee (Committee on Transition) was established in 1987 to coordinate on policy and service direction for transition services. The Bureaus represented on the Committee continue to combine resources and issue requests for proposals in order to develop needed services.

Respite care for clients who reside with their natural families also received additional attention. Development was completed for a 3-person children's respite center in the greater Bangor area. Final planning was completed for an adult respite center in Southern Maine which will be operational in September.

Training continues to be a major emphasis of the Bureau. Several conferences aimed at collaboration and information exchange have occurred during the past year about topics such as supported employment, persons with mental health and mental retardation service needs, direct service, and case management.

The Home and Community-Based Waiver program renewal request was approved by the Health Care Finance Administration in order to continue to serve the 400 persons currently receiving waiver services and to add 60 new people to the program.

Goals for next year include continuing to formulate cooperative working agreements with other state agencies in order to assure effective service delivery to clients of the Bureau, and the continued involvement of parents and providers in establishing the direction of the Bureau in order to have a broader input into the organization and services offered by the Bureau.

PUBLICATIONS:

The Maine Approach
Directory of Programs Serving Maine Citizens with Mental Retardation
Pineland Consent Decree (Appendices A & B)
Questions and Answers on Guardianship
Bureau of Mental Retardation Brochure (Available Fall 1988)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,875,533	3,711,556			163,977	
Health Benefits	225,706	215,541			10,165	
Retirement	706,325	676,631			29,694	
Other Fringe Benefits	31,061	30,449			612	
Computer Services—State	58				58	
Other Contractual Service	935,852	861,583	15,871		58,398	
Rents	117,799	117,653			146	
Commodities	38,023	28,863	3,842		5,318	
Grants—Subsidies—Pensions	10,641,979	9,741,365			900,614	
Equipment	11,050	7,311	433		3,306	
Interest—Debt Retirement	40	40				
Transfers to Other Funds	3,906		266		3,640	
TOTAL EXPENDITURES	16,587,332	15,390,992	20,412		1,175,928	

MILITARY AND NAVAL CHILDREN'S HOME

JOHN W. McCARTHY, SUPERINTENDENT

Central Office: 103 South Street, Bath *Telephone:* 443-4251 or 443-9575
Mail Address: 103 South Street, Bath, Maine 04530
Established: February, 1866 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 209; *Citation:* 34 M.R.S.A., Sect. 2951
Average Count—All Positions: 13 *Legislative Count:* 15

PURPOSE: The Military and Naval Children's Home is declared to be a state institution, the purpose of which is the short term shelter and care of children, ages 5-18, of this State who for a variety of reasons are unable to stay with their families. Most reasons for placement fall under the general categories of lack of appropriate alternative shelter and care, potential or actual abuse or neglect, and family crisis and upheaval. Subject to the approval of the Superintendent, a child may remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

ORGANIZATION: The Military and Children's Home, originally called the Children's Asylum, was founded in 1864. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. The Home received its present name in 1929 when it was placed under the Department of Health and Welfare. In 1939 it was transferred to what is now the Department of Mental Health and Mental Retardation.

The program receives referrals for admittance to the Home from a wide variety of sources: The Department of Human Services, school social workers, juvenile intake officers, ministers and parents seeking voluntary placement of children. All referrals are received by the Superintendent of the Home and reviewed in consultation with the Bureau of Children with Special Needs, Department of Mental Health and Mental Retardation, and such agencies or parents as may be involved in the placement. The admissions procedure also requires the completion of a program application, appropriate authorizations, releases, acknowledgements, appropriate historical information, medical information, behavioral summaries; clearly written plan summarizing program commitment for all concerned, services to be provided, and plans for discharge. All planning is reviewed a minimum of every three months or as needed. The child remains at the Home until the situation that necessitated placement is resolved or the family or legal guardian indicates that the child is to be returned home or to an acceptable placement.

PROGRAM:

The Military and Naval Children's Home is developing new programs, policies, procedures and philosophies of child care management as social change moves the Home from a history of custodial care to a required emphasis on the therapeutic management and facilitation of personal growth and development for residents. All children displaced from their families carry a degree of emotional disturbance to their placement at the Military and Naval Children's Home. The pervasive themes of physical and sexual abuse, family violence, alcoholism, and chemical abuse mark a majority of the children placed in the Home.

Care is given during intake to accept those children who can benefit from services at the Home and to refer children requiring either less restrictive programming (many parents are encouraged to keep children in their home and are directed to local community resources which can help accomplish this objective) or more intensive programming at other institutions.

No child is refused appropriate services at the Home because of financial reasons. Payment for services is on a sliding scale.

A Board of Visitors has been established to assist in the development of policy and program changes, and to monitor the progress of the Home. The Commissioner of the Department of Mental Health and Mental Retardation appoints members to this 9-member Board of Visitors.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY AND NAVAL CHILDREN'S HOME	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	304,234	304,234				
Health Benefits	16,359	16,359				
Retirement	64,710	64,710				
Other Fringe Benefits	2,428	2,428				
Other Contractual Service	27,481	27,481				
Commodities	11,611	11,611				
Grants—Subsidies—Pensions	38,265	38,265				
Equipment	3,133	3,133				
Interest—Debt Retirement	5	5				
TOTAL EXPENDITURES	468,226	468,226				

PINELAND CENTER

SPENCER A. MOORE, Ed.D., SUPERINTENDENT

Central Office: Pineland Center, New Gloucester, Maine *Telephone:* 688-4811
Mail Address: Box E, Pownal, Maine 04069-0902

Established: March 6, 1907 *Sunset Review Required by:* June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 198; *Citation:* 34-B M.R.S.A., Sect. 5402

Average Count—All Positions: 670 *Legislative Count:* 686.5

Organizational Units:
Residential Services
Program Support Services
Volunteer Services
Personnel
Staff Development
Social Services
Medical Support Services
Institutional Support Services
Psychological Services

PURPOSE: Pineland Center, a comprehensive center for the developmentally disabled, provides training, education, treatment and therapeutic care for persons who are mentally retarded. It is part of the comprehensive network of community and institutional services provided by the Bureau of Mental Retardation. The primary objectives are delivered through multiple components to ensure the level of client services, to maintain compliance with the Consent Decree, and to fulfill the Intermediate Care Facility/Mental Retardation Residential and Developmental Training Center regulations.

Specific objectives to achieve the most appropriate level of training, education, treatment and care for each client are as follows:

a. To provide residential treatment, both long and short term, which emphasizes training in dressing, grooming, eating, toileting and other activities of daily living;
b. To provide medical and psychological treatment which maintains or improves the residents' physical or psychological status;
c. To provide a thorough evaluation and treatment program of physical, occupational, communication, psychological and recreation therapies to maintain or increase residents' levels of independence with skills and behaviors;
d. To provide a total treatment program based on residents' needs through the Individual Program Plan (I.P.P.);
e. To provide a structured day program to accomplish specific training and education as directed by the I.P.P.:

f. To provide resident information to families, guardian and correspondents;
g. To provide out-patient diagnostic and evaluation services;
h. To provide the least restrictive residential and treatment program on a continuum from institutional placement through community placement; and
i. To provide adequate preparation for staff involved with the training, education, treatment and care of long and short term residents.

A more general purpose is to provide preventive services through genetic counseling and public education, and to serve as an educational and informational resource to interested and concerned agencies, groups and individuals on a statewide basis, on all aspects and problems of mental retardation.

ORGANIZATION: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the then Department of Institutional Services. This department later became the current Department of Mental Health and Mental Retardation. This institution's current name, Pineland Center, was authorized by the Legislature in 1973.

Pineland Center provides comprehensive education, training and residential care to 280 Maine citizens with mental retardation. Twenty-three residential units ranging in size from 6 to 16 beds offer a normalized and home-like living environment. Pineland Center also operates two community-based ICF/MR group homes in Freeport which accommodate a total of 12 clients. Structured day programming is provided through five developmental training centers located at Pineland Center and the Marti Wuori Sheltered Workshop in Freeport. This sheltered workshop was expanded to serve 20 additional clients in the Fall of 1985 and serves 65 enrollees per day. In addition to the day programming for 280 residential clients, 26 day students or sheltered workshop client employees participated in work and developmental activities.

Additionally, Pineland offers a variety of services to many other mentally retarded persons who are not court certified for admission:

a. Respite and Temporary Care providing short term stays for respite care, medical examination, analysis and treatment and emergency restraints;
b. Outpatient Services, including dental, genetic, medical, x-ray and laboratory testing; and
c. Community Education, Information and Consultative Services.

PROGRAM: Pineland Center has received full accreditation from the Joint Commission on Accreditation of Hospitals; it also received renewal of Certification as an Intermediate Care Facility-Mental Retardation (ICF-MR), thus assuring the highest levels of care and training.

The Center continued its comprehensive programs of education, training, nursing and medical care in a normalized and homelike living and teaching environment.

The census of this past year increased to the mid 280's. There were 27 community placements made, with 3 returning to Pineland Center. During the year there were 48 new judicial certifications. Of the total 136 admissions to Pineland Center, 44 were for respite care, 80 were for emergency restraint, 11 were for medical reasons, and 1 was involuntary.

Pineland's outpatient services were maintained, making diagnostic, evaluative and treatment services available statewide to persons with mental retardation, for the assistance of their parents, guardians or other caretakers. Such programs included dental clinic services, psychiatric evaluations, medical evaluations, special clinics (orthopedic, scoliosis), electrocardiogram, X-ray, laboratory work and genetic chromosome analysis, as well as communications, occupational therapy, physical therapy, psychology, and others. The dental clinic maintained its offices for outpatients at Pineland and also conducted an active outreach program, bringing dental services for persons with mental retardation to 1700 citizens in other locations throughout the state. X-ray services for visiting outpatients totaled 206, while the laboratory provided services to 350 outpatients, in addition to its work for outpatients with mental retardation, performing 805 biochemical and microbiological tests for individuals at other state facilities.

Pineland Center's role as a training and resource center continued to expand. Staff from the Bureau of Mental Retardation's Regional Offices and community providers attended many special training programs held at Pineland during the year. Four Pineland employees were certified as Mandt Trainers, bringing our total to 10.These staff have provided training in the Mandt

System of Working with Non-Aggressive and Aggressive Persons to approximately 300 employees during the past year. The major expansion of new employee orientation, which was introduced in the spring of 1987, has been fine tuned and adjusted in line with feedback from employees and their supervisors as well as to meet changing institutional needs. Significant staff training programs offered during FY 88 included: AIDS Training for all employees (this has also been incorporated into new employee orientation); Aquatics for the Disabled; Writing for Supervisors; The Training Role of the Supervisor; Update on Autism; Substance Abuse in the Workplace; Computer Literacy; Neurodevelopmental Therapy; Introduction to Working with Persons with Visual Impairments; Shop Safety; Ethics Conference on Retirement Issues for Persons with Mental Retardation; Meeting Management and Conflict Resolution; Employee Discipline and Contract Administration; and Sexual Harassment.

Ground work to initiate a back school training program was done in conjunction with the Risk Management Committee. The Health Center (Auburn, Maine) will provide this training for all employees starting in late August, 1988.

Books, journal articles and audio-visual materials from Pineland's Library were loaned to individuals and facilities throughout the state. One hundred and forty-nine literature searches were done for Pineland and BMR staff; 340 inter-library loans were processed. A substantial gift of more than 150 books from the library of Dr. Gilbert Grimes was donated to the Pineland Center Library through Central Maine Medical Center.

Also of note, a formal tuition reimbursement program was introduced. Thirty-one employees participated in this program.

PUBLICATIONS:

Pineland Center Maps & Directions	No Charge
Technical Manuals (assorted)	Cost of reproduction
Appendix "A" Pineland Center Standards	No Charge
Rights of the Retarded (A Summary of the Consent Decree)	No Charge
A Brief History of Pineland Center	No Charge
Pineland Center Training Catalogue	No Charge
Pineland Center Assessment Tool	No Charge
Pineland Observer	No Charge
Pineland Communicator	

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PL/-BAC system.

PINELAND CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,383,121	13,371,913	8,249		2,959	
Health Benefits	948,076	947,648	92		336	
Retirement	2,706,958	2,704,926	1,496		536	
Other Fringe Benefits	97,322	97,251	28		43	
Computer Services—State	3,315	3,315				
Other Contractual Service	843,302	725,979	117,323			
Rents	23,478	22,984	494			
Commodities	406,948	406,042	760		146	
Grants—Subsidies—Pensions	1,164,998	1,164,998				
Equipment	205,348	204,470	878			
Interest—Debt Retirement	90	90				
Transfers to Other Funds	1,126		1,106		20	
TOTAL EXPENDITURES	19,784,082	19,649,616	130,426		4,040	

PUBLIC INFORMATION OFFICE

RALPH LOWE, DIRECTOR OF INFORMATION AND PUBLIC AFFAIRS

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4212
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 1911; *Citation:* 34-B M.R.S.A., Sect. 1204
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The purpose of the administratively established Office of Information and Public Affairs is:

a. To inform the general public of programs and services provided by the department and to provide information in an effort to eliminate the harmful stereotypes which have prohibited mentally ill and mentally retarded individuals from community participation;
b. To assure that the department is attuned to public needs and attitudes in order to respond appropriately; and
c. To coordinate the most comprehensive volunteer effort in state government in order to enhance services to clients through increased community awareness and participation.

ORGANIZATION: The Office of Information and Public Affairs is located within the Program Services Division. The Director is responsible for:

a. Preparing news releases concerning events within the department;
b. Maintaining daily contact with the news media;
c. Preparing educational brochures regarding departmental services for public distribution;
d. Preparing daily news summary for departmental officials;
e. Consulting and advising the Volunteer Services Coordinators from the institutions; and
f. Organizing honors recognition ceremonies for volunteers from the various programs who have made outstanding contributions to the volunteer effort.

PROGRAM: During the second half of 1987 and the first six months of 1988, the Office of Information and Public Affairs was involved in informational activities both regionally and statewide. The Office assisted in the following efforts:

1. Announced a national three-day conference for professionals responsible for providing care in institutions and facilities serving persons with mental retardation and developmental disabilities, sponsored and conducted by authorities from the Joint Commission on Accreditation.
2. Announced Maine mental health advocate Virginia Hewes of Saco as the recipient of the highest award from the National Association of the Deaf.
3. Announced and arranged a major policy address by Commissioner Parker on the direction of mental health services.
4. Announced Commissioner's appointments of the Department Associate Commissioners of Programs and Administration.
5. Announced Commissioner's appointments of the Directors of the Bureaus of Mental Retardation and Children with Special Needs.
6. Announced a series of family forums in York County, sponsored by the Child and Adolescent Service System Project, Bureau of Children with Special Needs.
7. Sent out information on the selection of Bangor Mental Health Institute for inclusion on the National Register of Historic Places.
8. Announced an Interdepartmental Committee sponsored sexual abuse conference held in Bethel.
9. Announced Governor McKernan's visit to a Rockland bakery whose workers are individuals with mental retardation.
10. Sent out an explanation and announcement of the CROP walk at Pineland Center.
11. Announced the sixth annual family conference, "Vocational Programs for Persons with Mental Illness," for the Augusta Mental Health Institute and the Maine State Alliance for the Mentally Ill.

12. Announced the dedication for a new gazebo at Augusta Mental Health Institute.
13. Prepared and distributed a radio public service announcement; "Mental Illness Is An Every Day Concern."
14. Announced educational and supportive sessions on improving services for parents with deafness.
15. Issued an advisory on the Consumer/Advocacy/Family/Provider Task Force to chart a strategy on services for persons with severe and prolonged mental illness.
16. Announced and advised of video tape opportunity at a workshop on aquatics for persons with disabilities at Pineland.
17. Announced the selection of Bangor Mental Health Program on Aging as a National Institute of Mental Health choice for its comprehensive training program.
18. Distributed information on "Substance Abuse Issue in the Elderly" workshop in Augusta.
19. Related the invitations received by two Augusta Mental health staffers to speak at a Toronto conference on adolescents in secure settings.
20. Prepared and supervised the production of a television public service announcement, "Those First Steps Toward Helping All Kids."
21. Explained in an informational dissemination the federal assistance grant to the Infant Development Center to establish a program for children with severe handicaps.
22. Announced the selection of Katahdin Friends as Exemplary Rehabilitation Program in New England.
23. Assisted the Developmental Disabilities Council in publicizing and arranging press briefings for the TECH II Conference.
24. Prepared a statement on aging and mental health for Commissioner Parker.
25. Announced the first annual recognition night for foster home residential providers at the Lewiston regional office, Bureau of Mental Retardation.
26. Prepared "community bulletin board" announcement of the Family Forum in York County.
27. Released information on Commissioner Parker's participation with her peers from other states in a case study management workshop.
28. Announced the appointment of Dr. Spencer Moore as Superintendent of Pineland.
29. Announced an educational forum to review the hearings process for patients who refuse treatment at state mental health institutions.
30. Distributed information on the election of Associate Commissioner Ronald Welch as President of the National Association of Mental Retardation Program Directors.
31. Announced the Maine State Alliance for the Mentally Ill's coordination of a toy project to provide Christmas gifts to young children.
32. Announced two advisory appointments of Dr. Robert Durgan, Director of the Elizabeth Levinson Center.
33. Announced the holiday visit of Governor McKernan and Commissioner Parker to mental health and mental retardation facilities.
34. Issued the holiday message of the Commissioner.
35. Announced the broadcast of television presentations to boost Maine's workforce potential through the supported employment of persons with disabilities.
36. Issued notice of a news briefing by the Commissioner on the Task Force Report on Troubled Teens and Self-destructive Behaviors.
37. Announced the scheduled construction of a new gym at AMHI.
38. Issued a follow-up on the February broadcasts on supported employment.
39. Announced the appointment by the Commissioner of a new director for the Bureau of Children with Special Needs.
40. Announced the construction of a new playground at the Infant Development Center.
41. Announced the national accreditation of Aroostook Residential Center.
42. Issued the statement of the Commissioner in appointing a new director of the Bureau of Mental Health.
43. Prepared and oversaw production of television public service announcements on "Expectations and the Elderly," "Retirement Doesn't Mean Resigning From Life," and "Depression and the Elderly."
44. Announced introductory training in mental retardation and community integration sponsored by the Bureau of Mental Retardation Lewiston office.

45. Announced an ethics conference workshop at Pineland Center.
46. Released information on public meetings to aid planning of services for persons with mental retardation and autism.
47. Announced a Pineland training program on the skin.
48. Announced the national accreditation of the AMHI lab.
49. Prepared a television public service announcement on "Spokespeople."
50. Announced the transfer of the Director of BMHI to Central Office.
51. Listed information sessions on AIDS for Portland, Augusta and Bangor.
52. Informed the public about the purpose and topic of the annual Schumacher Conference.
53. Issued the Commissioner's statement of appointment of the Superintendent of AMHI.
54. Disseminated a news briefing advisory about the Schumacher Conference and arranged the briefing.
55. Announced a conference on persons with dual diagnoses.
56. Announced a request for proposal for a crisis hot-line for a four-county area.
57. Issued information in a release for the press and a public service announcement about the statewide community mental health forums.
58. Announced the hiring of a new coordinator of substance abuse services for the department.
59. Announced the Volunteer Awards and the ceremony to present them.
60. Announced Bureau of Mental Retardation Long Range Planning Task Force public forums.
61. Announced the awarding of Distinguished Employee awards in six catagories.
62. Announced the selection of Washington County Psychiatric Associates to establish the four-county crisis hotline.

During this period the Information Office also issued other releases and continued into its seventh year the publication of the "Report," a journal to increase public knowledge of the programs, policies and other matters affecting the entire mental health/mental retardation/children with special needs service system.

PUBLICATIONS:

"Mental Health: Keep It In Mind" Sticker
Report Magazine
Mental Health Services Directory
Maine Mental Health Plan
Stress Pamphlet
Volunteer Services Booklet—Elizabeth Levinson Center
"A Pregnant Woman Never Drinks Alone"
Posters, bumper stickers (French and English) Brochures.
"Treat Yourself to a Friend Today" sticker
Booklet: Guardianship, Questions and Answers
"To Keep Pace In Life's Race, Children Need Plenty Of Lap Time" Sticker
ALL ARE FREE

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

MAINE COMMITTEE ON PROBLEMS OF THE MENTALLY RETARDED

MATTHEW HUNTER, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4242
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1967 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 375; *Citation:* 34-B M.R.S.A., Sect. 1210
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purpose of the Maine Committee on Problems of the Mentally Retarded is to serve in an advisory capacity to the Commissioner and the Director of the Bureau of Mental Retardation in assessing present programs, planning future programs and in developing means to meet the needs of persons with mental retardation.

ORGANIZATION: The Maine Committee on Problems of the Mentally Retarded is composed of 11 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 9 representative citizens appointed by the Governor, who designates a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

PROGRAM: The Committee holds monthly meetings that are well attended by membership. The Committee's major initiative this year is the development of a parent network to provide support to and advocacy for families with members who have mental retardation and/or autism. The Committee continues to be active in legislation affecting people with mental retardation and/or autism.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Retardation (MH&MR).

MAINE MUNICIPAL BOND BANK

STEPHEN R. CROCKETT, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta *Telephone:* 622-9386
Mail Address: 35 Community Drive, Augusta, Maine 04330

Established: 1972 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 376; *Citation:* 30 M.R.S.A., Sect. 5164

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: In October of 1987, a bond offering was issued for $59,610,000 which helped a total of forty units finance their capital projects. In December of 1987, a bond offering of $1,020,000 was issued to help two units finance private activity projects. In June of 1988, another bond offering was issued in the amount of $39,775,000 to help twenty-nine units finance their capital projects. All issues were rated Aa by Moody's Investors Service, Inc., and AA by Standard & Poor. Concurrently with the bond issues, the Maine Municipal Bond Bank assists governmental units, particularly the smaller units, with their long-term financial plans and debt management problems.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1988: The State accounting records for FY 88 do not contain any accounts assigned to this unit. Operating expenses are covered by income from investment of reserve and operating funds.

MUNICIPAL RECORDS BOARD

JAMES S. HENDERSON, CHAIRMAN

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 377; *Citation:* 30 M.R.S.A., Sect. 2214
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Municipal Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of municipal records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the municipal level. Program services are provided to municipal governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The Municipal Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of municipal records. The Board consists of five members, including the State Archivist as Chairman ex officio and the State Registrar of Vital Statistics, and three municipal officials appointed by the Governor for terms of three years upon the recommendation of the Maine Municipal Association, the State Archivist, and the State Registrar of Vital Statistics. The headquarters of the Municipal Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the Municipal Records Board serve without compensation.

PROGRAM: The Board acts upon requests to destroy specified records submitted by various municipalities. In cooperation with the Municipal Records Board, the Maine State Archives provides technical assistance to a number of municipalities in such areas as microfilming standards, conservation concerns, and records management problems.

During the 1987-88 fiscal year, the Board began the process of updating its rules and expanding its General Disposition Schedule for Municipal Records. This project will be continued into the 1988-89 fiscal year until all record series common to Maine's municipalities, including those series generated by local law enforcement, are covered by the schedule. Relief of serious storage problems should result, as municipalities will be able to dispose of records that are of no further value—either by confidential destruction, or by transfer to other authorized institutions.

LICENSES, PERMITS, ETC.

The Municipal Records Board is responsible for authorizing the destruction of municipal records having no permanent value (30 M.R.S.A., Sect. 2213). Procedures for the disposition of such records have been prescribed by the Board in accordance with the Administrative Procedures Act. Action taken by the Municipal Records Board is evidenced by the issuance of an executed *Request for Disposition of Municipal Records.*

FINANCES, FISCAL YEAR 1988: 30 MRSA Sections 2215 & 2216 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

(BOARD OF DIRECTORS) MAINE MUNICIPAL AND RURAL ELECTRIFICATION COOPERATIVE AGENCY

GORDON L. WEIL, ADMINISTRATIVE OFFICER

Central Office: Two Central Plaza, Augusta *Telephone:* 622-4406
Mail Address: Two Central Plaza, Augusta, Maine 04330 *Established:* 1981
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 431; *Citation:* 35 M.R.S.A., Sect. 4101
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Municipal and Rural Electrification Cooperative Agency (MMRECA) is a joint action agency of Maine's consumer-owned electric utilities. It is to provide tax-exempt financing for joint projects.

ORGANIZATION: The Board of Directors is composed of 8 members appointed by member utilities, one member appointed by the Governor, and the Director of the Office of Energy Resources or his designee. The Board appoints an Administrative Officer. Staff services are provided by the Dirigo Electric Cooperative, Inc.

PROGRAM: The Board met on July 21, 1988, to elect officers and to discuss power supply and financing. Federal tax laws relating to MMRECA were reviewed.

No budget was established. It was decided that MMRECA should continue to rely on the Dirigo Electric Cooperative, Inc. for administrative support. Dirigo is funded by MMRECA member utilities.

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

NEW ENGLAND BOARD OF HIGHER EDUCATION

ROBERT L. WOODBURY, CHAIRMAN OF MAINE DELEGATION

Central Office: 45 Temple Place, Boston, Mass. 02111 *Telephone:* (617) 357-9620
Maine Delegation Liaison Office: Division of Higher Education Services,
9 Weston Street, Augusta *Telephone:* 289-2183
Mail Address: Statehouse Sta. #119, Augusta, Maine 04333
Established: 1955 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 081; *Citation:* 20A M.R.S.A., Sect. 11002
Average Count—All Positions: 20 *Legislative Count:* 0

PURPOSE: The New England Board of Higher Education is a congressionally authorized regional, non-profit agency that seeks to encourage cooperation and efficient use of educational resources among the region's six states and 260 public and private colleges and universities. Basic funding comes from the six states, private foundations and New England corporations. The Board seeks to increase New England educational opportunities and services; promote regional coordination and cooperation among New England state governments and public and private institutions of higher education; analyze and publish regional information related to higher education; and sponsor studies and forums on regional public policy.

ORGANIZATION: Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

PROGRAM: The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although programmatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Commission on Higher Education and the Economy, New England Regional Student Program, New England Commission on Academic Health Centers and the Economy of New England, Task Force on Minority Student Enrollment and Retention, Commission on Legal Studies and Practice in New England, International Education and the Economy of New England, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region.

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and Legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

The Maine Delegation to the New England Board of Higher Education for FY 88 is as follows:

Robert L. Woodbury, Chancellor of the University of Maine System (Chairman of the Maine Delegation)
Representative Nathaniel J. Crowley, Sr., Stockton Springs (Vice Chairman of New England Board of Higher Education)
Rosalyne Bernstein, Portland
Eve Bither, Augusta
Senator Stephen C. Estes, Kittery Point
Bennett Katz, Augusta
Sandra J. Kearns, Kennebunk
Sally H. Maxwell, South Portland

PUBLICATIONS:

Connection: New England's Journal of Higher Education
A Quarterly magazine which is devoted to discussion of major problem areas in the region's higher education community (Subscription $12.00/yr.)
New England Regional Student Program Enrollment Report (Free)
New England Residence and Migration Report 1975-1976 (Free)
New England Regional Student Program Offerings (Undergraduate) (Free)
New England Regional Student Program Offerings (Graduate) (Free)
New England Higher Education and the Economy:
  Commission Prospectus ($2.00)
  Issues Reports ($1.00)
  Preliminary Report, A Threat to Excellence ($3.00)
  Business and Academia, Hoy and Bernstein ($12.00)
  New England's Vital Resource: The Labor Force, Hoy and Bernstein ($12.00)
  Financing Higher Education: The Public Investment ($19.95)
  Renewing Excellence ($5.00)
Biomedical Research & Technology: A Prognosis for International Economic Leadership ($5.00)

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OCCUPATIONAL SAFETY LOAN REVIEW PANEL

JAMES H. McGOWAN, CHAIR

Central Office: State Office Bldg. *Telephone:* 289-4291
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: July 1, 1985

Reference: Policy Area: 04; *Umbrella:* 92; *Unit:* 488; *Citation:* 26 M.R.S.A., Sect. 63

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Occupational Safety Loan Review Panel was established by 1985 Public Law, Chapter 372, to review applications for loans from the Occupational Safety Loan Fund.

ORGANIZATION: The Panel was abolished by the 1987 Workers' Compensation Reform Act. Its functions were transferred to the Commission on Safety in the Maine Workplace.

PROGRAM: The Occupational Safety Loan Review Panel met once during FY 88, at which meeting it recommended approval of a loan request.

PUBLICATIONS:
Occupational Safety Loan pamphlet
Occupational Safety Loan application

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Labor Standards, Department of Labor.

PINE TREE LEGAL ASSISTANCE

PAMELA B. ANDERSON, EXECUTIVE DIRECTOR
ELINOR G. MILLER, Program Administrator

Central Office: 4 Milk Street, Portland *Telephone:* 774-4753
Mail Address: P.O. Box 547, DTS, Portland, Maine 04112

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 479; *Citation:* P.L. 1983, C. 477B

PURPOSE: Pine Tree Legal Assistance, Inc. is a Maine not-for-profit corporation incorporated to provide assistance to low income persons with civil legal problems.

ORGANIZATION: PTLA is governed by a 36 member Board of Directors composed of attorneys appointed by the Maine State Bar Association and of eligible clients. The Program is administered by an Executive Director and Program Administrator located in a Central Office in Portland and additionally maintains local service offices in Portland, Lewiston, Augusta, Bangor, Machias and Presque Isle, a Native American component in Augusta and a Farmworker component in Bangor, and is a co-sponsor of the Maine Volunteer Lawyers Project with the Maine State Bar Association and the Maine Bar Foundation. The Volunteer Lawyers Project has a toll free number, (800) 442-4293.

PROGRAM: Pine Tree Legal Assistance, Inc. receives its funding, about $1.8 million in calendar 1987, from a number of governmental and private sources. The Program's primary funding source is the Legal Services Corporation, which distributes federal funds to legal services programs nationwide. Additional funding comes from the State of Maine, United Way, the Maine Bar Foundation's IOLTA Program, and other private sources. Pine Tree represents Maine citizens and groups at or below 125% of the Federal poverty level and estimates a client eligible population of 210,000 persons or 18.7% of the state's population.

PTLA provides direct legal services to eligible clients throughout the state. In 1987 its six area offices and special units closed 12,202 legal matters for eligible clients. Of these, 10,673 eligible clients received legal assessment and simple advice, printed informational materials, referral to another source of help or brief service by PTLA staff. Substantial legal representation was provided in 1,529 cases, including representation before the Maine District Court, the Maine Superior Court, the Maine Supreme Judicial Court and before local and state administrative agencies, legislative committees, review boards, advisory councils, federal district and appellate courts, and federal agencies. An additional 130 cases were closed for clients referred through a contract with the Maine Departments of Mental Health and Mental Retardation and Corrections, and 216 cases were closed for clients who were victims of domestic violence under the Cumberland County United Way grant. The Volunteer Lawyers Project handled 7,126 calls; of those calls, 1,194 cases were referred to volunteer lawyers for representation. A total of 5,441 cases were closed by the Volunteer Lawyers Project in 1987; substantial legal representation was provided in 844 of those cases.

PTLA accepts cases for representation based on a case acceptance priority plan. Cases involving termination or denial of governmental benefits and cases involving landlord/tenant and other housing problems generally receive the highest priority. Of all cases closed by PTLA's offices in 1987, 4,630 or 37% were in the housing area; 3,343 or 27% were in the government benefits area; 1,612 were in the family law area; 1,389 were in the consumer law area, and the remaining 1,574 cases in the areas of employment, health, education, individual rights, juvenile, and other miscellaneous areas. The case priorities for the Volunteer Lawyers Project complement those of PTLA. Of all cases closed by the VLP in 1987, 2,808 or 52% were in the family law area; 750 were in the consumer law area; 587 were in the government benefits area; 514 were in the housing area, and the remaining 782 cases were in the areas of education, health, individual rights, and other miscellaneous areas.

PUBLICATIONS:

Pine Tree maintains client education materials, which are available at no charge to income eligible callers in 40 substantive areas of the law. These brochures may be obtained by calling any of Pine Tree's six local service offices or by calling the Maine Volunteer Lawyers Project at (800) 442-4293. The most popular brochures cover landlord-tenant, General Assistance, and domestic violence issues.

SERVICE OFFICES: Portland Area (Cumberland, York, Sagadahoc Counties: 774-8211). Lewiston Area (Androscoggin, Oxford, Franklin Counties: 784-1558). Augusta Area (Kennebec, Knox, Lincoln, Somerset Counties: 622-4731). Bangor Area (Penobscot, Waldo, Piscataquis Counties: 942-8241). Machias Area (Washington, Hancock Counties: 255-8656). Presque Isle Area (Aroostook County: 762-1341). Farmworker Unit (942-1558). Native American Unit (622-4731).

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

PINE TREE LEGAL ASSISTANCE, INC.
SUPPORT, REVENUE AND EXPENSES — STATE OF MAINE FUNDS
July 1, 1987 — June 30, 1988

SUPPORT & REVENUE	
State of Maine Grant Award	$90,000
EXPENSES	
Salaries, Wages & Benefits	
Lawyers	26,600
Non-lawyers	23,645
Employee Benefits & Payroll Taxes	11,422
Sub-Total	**$61,667**
Contracted Services	1,410
Travel & Meetings	2,195
Space & Occupancy	3,973
Office & Consumable Support	4,080
Telephone	7,780
Equipment Rental & Maintenance	1,305
Litigation & Court Costs	
Library Maintenance	1,520
Other Expenses	6,070
Sub-Total	**$28,333**
TOTAL	**$90,000**
Excess (Deficiency) of Support & Revenue over Expenses	**0**
Fund Balance, at beginning of year	0
Fund Balance, at year end	0

Please Note: Pine Tree's fiscal year runs January 1 to December 31. Therefore, our financial statements are audited on that basis and the above statement is not final and absolute because year end distributions can be only approximately calculated.

POLICY REVIEW BOARD

RONALD R. MARTEL, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4459 (voice)
Mail Address: State House Station #4, Augusta, Maine 04330 289-4537 (TDD)
Established: July 1, 1986 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 358; *Citation:* 5 M.R.S.A., Sect. 7041
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Policy Review Board was established to advise and assist the Commissioner of Administration and the Director of Human Resources on matters affecting personnel in Maine State Service. In addition to general policy development, the Board is directed by its enacting legislation to review, study and develop policy for specific program areas including: longevity incentive, educational leave and job performance evaluation. Policy recommended or approved by the Board may be subject to collective bargaining negotiations.

ORGANIZATION: The Policy Review Board was established on July 1, 1986. The Board is comprised of the Commissioners of Transportation, Human Services, Mental Health and Mental Retardation, Conservation and Labor (or the designees of these named Commissioners), a representative from the Office of the Governor and two members chosen from private sector personnel systems. The Commissioner of Administration serves as an ex-officio, non-voting member. The private sector members serve a two-year term.

PROGRAM: During FY 1988 the Board held regular monthly meetings to review, discuss, and make recommendations on the several policy issues mandated by the Civil Service Law and other policy issues advanced by the Director of Human Resources. The policy issues addressed during this reporting period were: alternative solutions for the State's recruitment and retention problems; review and endorsement of the results of labor/management efforts to improve the State's performance appraisal system; alternative ways to provide more immediate funding for reclassifications and pay grade reallocations; and, alternative ways to provide temporary support services and review and endorsement of the training content and fee schedule developed by the Training Division for the new Employee Orientation and Supervisory training required by the Civil Service Law. In addition, the Board monitored the installation of a longevity pay program through the collective bargaining process and identified new policy issues to be addressed at future meetings.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are included with those of the Bureau of Human Resources.

POLICY REVIEW BOARD
(Governor Baxter School for the Deaf)

Central Office: Mackworth Island, Falmouth
Mail Address: P.O. Box 799, Portland, Maine 04104

Established: November, 1983

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 467; *Citation:* 20-A M.R.S.A., Sect. 7503

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor shall appoint a 7-member Policy Review Board to review and make recommendations relative to the Governor Baxter School for the Deaf. The board shall have access to the school, but may not participate in the administration of the day-to-day operations of the school. The board shall make annual recommendations to the commissioner relative to the management of the school, with copies being sent to the members of the joint standing committee of the Legislature having jurisdiction over education. The board's specific duties include, but are not limited to:

A. Making policy recommendations to the superintendent and the commissioner;
B. Reviewing policy development by the superintendent and commissioner;
C. Reviewing the implementation of policy;
D. Reviewing staff recruitment, retention, promotion and evaluation policies and procedures;
E. Holding hearings for staff, parents, students, alumni, special education directors and general public and otherwise soliciting the opinions of individuals in those groups concerning the operation and role of the school; and
F. Conducting exit interviews with the staff members terminating employment with the school.

ORGANIZATION: The Governor shall appoint a 7-member Policy Review Board.

A. The term of office shall be 3 years.
B. The initial appointments shall be as follows:
    (1) Three members for 3 years;
    (2) Two members for 2 years; and
    (3) Two members for one year.
C. Replacements for board members who do not complete their term of office shall be for the remainder of the unexpired term.
D. No member of the Legislature may serve on the board.
E. The board members shall be representative of a broad range of professionals, parents and citizens interested in the education of deaf and hearing impaired students. They may include:
    (1) Professionals not employed by the Governor Baxter School for the Deaf who serve deaf and hearing impaired students;
    (2) Parents of deaf and hearing impaired students at the Governor Baxter School for the Deaf and in school administrative unit programs;
    (3) Representatives of handicap advocacy groups;
    (4) School administrative unit administrators or special education directors;
    (5) Members of the deaf and hearing impaired community; and
    (6) Interested citizens.

PROGRAM: A 7-member Policy Review Board was appointed by the Governor in November, 1983. Each year, one, two and three-year terms are staggered. Originally, the Board met four times annually at GBSD. However, in September 1987, the Board altered its function to afford greater involvement in school planning and now meets monthly during the school year. The Policy Review Board chair prepares an annual report to the Commissioner of Education regarding Board activities.

FINANCES, FISCAL YEAR 1988: No board member received any pay from the school. Travel expenses were covered under the administrative section of the school's budget.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

SUSAN M. COLLINS, COMMISSIONER

Central Office: Gardiner Annex, Northern Ave., Gardiner *Telephone:* 582-8700
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 027; *Citation:* 10 M.R.S.A., Sect. 8001

Average Count—All Positions: 2 *Legislative Count:* 14

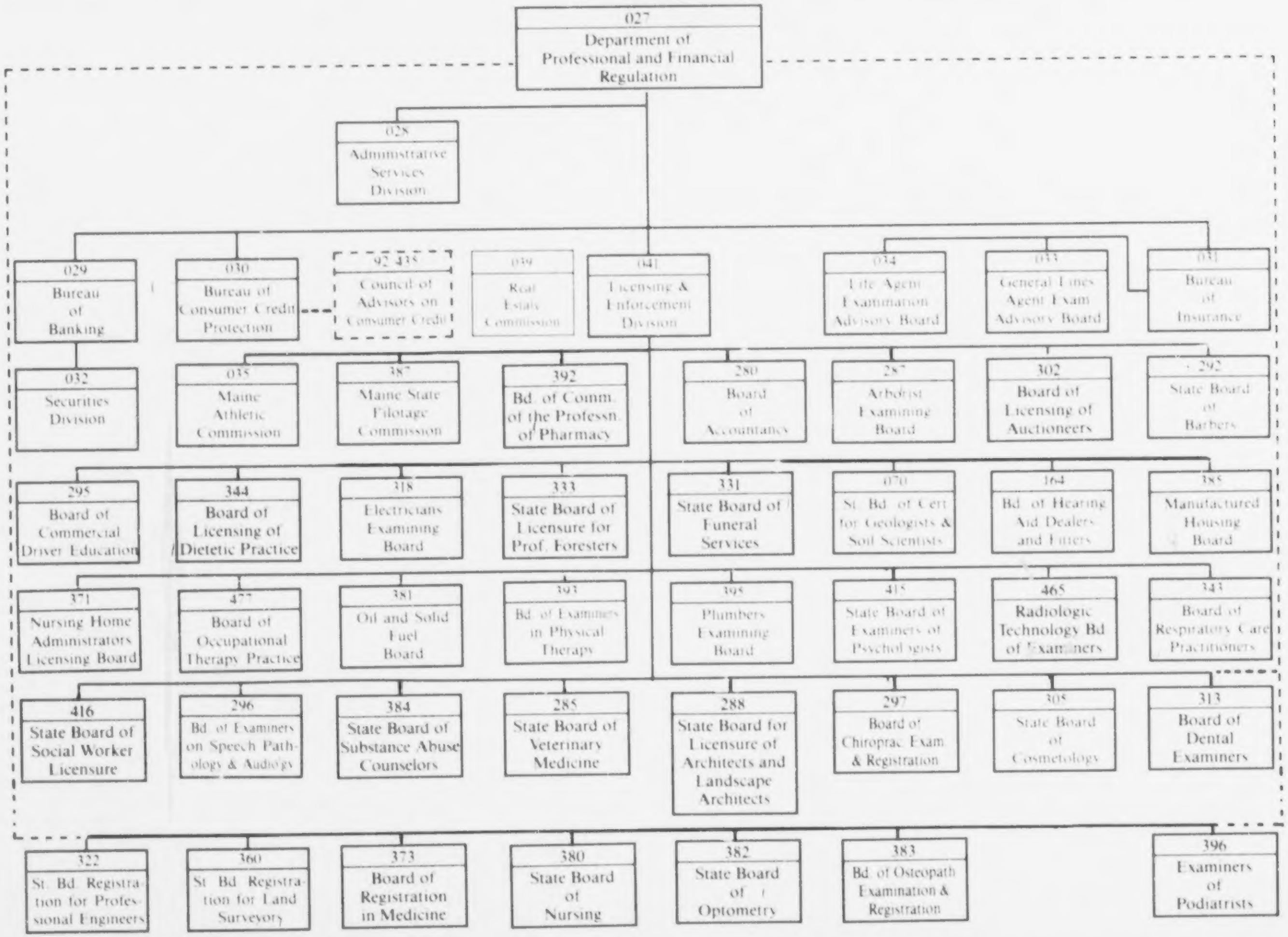
Organizational Units:

- Divisions:
  - Administrative Services Division
  - Licensing and Enforcement Division
- Bureaus:
  - Bureau of Banking
  - Bureau of Insurance
    - General Lines Agent Examination Advisory Board
    - Life Agent Examination Advisory Board
  - Bureau of Consumer Credit Protection
- Commissions:
  - Maine Athletic Commission
  - Real Estate Commission
  - Maine State Pilotage Commission
- Boards:
  - Arborists Examining Board
  - Board of Accountancy
  - Board of Licensing of Auctioneers
  - Board of Certification of Geologists and Soil Scientists
  - Board of Commercial Driver Education
  - Board of Commissioners of the Profession of Pharmacy
  - Board of Registration of Dietetic Practice
  - Board of Examiners in Physical Therapy
  - Board of Funeral Services
  - Board of Hearing Aid Dealers and Fitters
  - State Board of Licensure of Professional Foresters
  - Board of Licensure of Railroad Personnel
  - State Board of Substance Abuse Counselors
  - Board of Respiratory Care Practitioners
  - Electricians Examining Board
  - Manufactured Housing Board
  - Nursing Home Administrators Licensing Board
  - Occupational Therapy Board of Practice
  - Oil and Solid Fuel Board
  - Plumbers Examining Board
  - Radiologic Technology Board of Examiners
  - State Board of Barbers
  - State Board of Examiners of Psychologists
  - State Board of Examiners on Speech Pathology and Audiology
  - State Board of Social Worker Licensure
  - State Board of Veterinary Medicine

AFFILIATED BOARDS:

Maine State Board for Licensure of Architects and Landscape Architects
Board of Chiropractic Examination and Registration
State Board of Cosmetology
Board of Dental Examiners
State Board of Registration for Professional Engineers
State Board of Registration for Land Surveyors
Board of Registration in Medicine
State Board of Nursing
State Board of Optometry
Board of Osteopathic Examination and Registration
Examiners of Podiatrists

ORGANIZATIONAL CHART
DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
UMB 02


027
Department of Professional and Financial Regulation
028
Administrative Services Division
029
Bureau of Banking
030
Bureau of Consumer Credit Protection
92-435
Council of Advisors on Consumer Credit
039
Real Estate Commission
041
Licensing & Enforcement Division
034
Life Agent Examination Advisory Board
033
General Lines Agent Exam Advisory Board
031
Bureau of Insurance
032
Securities Division
035
Maine Athletic Commission
387
Maine State Pilotage Commission
392
Bd. of Comm. of the Professn. of Pharmacy
280
Board of Accountancy
287
Arborist Examining Board
302
Board of Licensing of Auctioneers
292
State Board of Barbers
295
Board of Commercial Driver Education
344
Board of Licensing of Dietetic Practice
318
Electricians Examining Board
333
State Board of Licensure for Prof. Foresters
331
State Board of Funeral Services
070
St. Bd. of Cert. for Geologists & Soil Scientists
164
Bd. of Hearing Aid Dealers and Fitters
385
Manufactured Housing Board
371
Nursing Home Administrators Licensing Board
477
Board of Occupational Therapy Practice
381
Oil and Solid Fuel Board
393
Bd. of Examiners in Physical Therapy
395
Plumbers Examining Board
415
State Board of Examiners of Psychologists
465
Radiologic Technology Bd of Examiners
343
Board of Respiratory Care Practitioners
416
State Board of Social Worker Licensure
296
Bd. of Examiners on Speech Pathology & Audiology
384
State Board of Substance Abuse Counselors
285
State Board of Veterinary Medicine
288
State Board for Licensure of Architects and Landscape Architects
297
Board of Chiroprac. Exam. & Registration
305
State Board of Cosmetology
313
Board of Dental Examiners
322
St. Bd. Registration for Professional Engineers
360
St. Bd. Registration for Land Surveyors
373
Board of Registration in Medicine
380
State Board of Nursing
382
State Board of Optometry
383
Bd. of Osteopath Examination & Registration
396
Examiners of Podiatrists

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,281,665	407,140	2,874,525			
Health Benefits	193,838	20,373	173,465			
Retirement	570,530	60,318	510,212			
Other Fringe Benefits	20,928	3,063	17,865			
Computer Services—Comm.	1,204		1,204			
Computer Services—State	13,271		13,271			
Other Contractual Service	2,206,871	42,126	2,164,745			
Rents	97,786	247	97,539			
Commodities	90,555	10,053	80,502			
Grants—Subsidies—Pensions	51,290		51,290			
Equipment	95,024	1,536	93,488			
Interest—Debt Retirement	532		532			
Transfers to Other Funds	246,095	1,035	245,060			
TOTAL EXPENDITURES	6,869,589	545,891	6,323,698			

and it created the Board of Registration of Dietetic Practice and the Board of Respiratory Care Practitioners and placed them within the Department, both effective September 19, 1985.

The Second Regular Session of the 112th Legislature conducted the first ever audit and program review of the Department and left it fundamentally unchanged. The audit was useful in every respect. It redefined important relationships, eliminated outdated statutory provisions, and helped the Department in the areas of housing and personnel.

The process repealed the Itinerant Photographers Registration Act and defined for all licensing boards the definition of a "public member."

The Legislature also transferred the Radiologic Technologist Board from Human Services, the Veterinarians Board from Agriculture, and the Barbers Board from affiliated status, and put them within this Department, effective 7/16/86. It affiliated with the Department the boards which license chiropractors, dentists, medical doctors, nurses, optometrists, osteopaths, pharmacists and podiatrists. It directed that by 1990 all licensing boards be physically located in the Capital area. It created statutory standards to be met by groups seeking additional licensing boards. The registration of Sellers of Business Opportunities was transfered to the Securities Division of the Bureau of Banking.

During 1987, the First Session of the 113th Legislature enacted legislation placing the Board of Accountancy within the Department and strengthening the Board's licensing law. The Legislature also passed legislation significantly revising the licensing statute used by the Real Estate Commission and created a new licensing board to regulate acupuncturists, which is located in the Department. In 1988, the Legislature approved legislation transferring the Board of Commissioners of the Profession of Pharmacy to the Department.

PROGRAM: The Commissioner is the Administrative head of the Department and, as such, budgets for the Department, initiates and coordinates all planning, directs the activities of the Department's two divisions and those of all units and employees not part of a major subdivision. The Commissioner is responsible for most personnel matters and directs the day-to-day management of the Department.

The Commissioner is responsible for reviewing the operation of agencies within the Department, and to assure that each "complies fully with its statutory and public service responsibilities." However, the Commissioner lacks authority "to exercise or to interfere with the exercise of discretionary regulatory or licensing authority" which is vested by statute directly in the Bureaus, Boards and Commissions of the Department.

In the case of affiliated boards, the Commissioner and the Department act as a liaison with the Governor and with other units of state government. Affiliated boards prepare their own budgets and submit them through the Department.

The Commissioner develops the Department's legislative program, and coordinates it within the Department and with the administration. The activities of the Department during FY 88 are discussed in the reports of its component parts.

LICENSES, PERMITS, ETC.:
See individual agencies.

PUBLICATIONS:
See reports of component units.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PURPOSE: The Department serves the public by examining and overseeing all state-chartered financial institutions, regulating bank holding companies, regulating insurance companies, agencies and agents, grantors of consumer credit, the real estate industry, commercial boxing and wrestling, approving the sale in Maine of oil and solid fuel heating equipment, and licensing and regulating numerous professions and occupations.

ORGANIZATION: The Department of Business Regulation was created in October 1973, as part of State government reorganization designed to consolidate related agencies along functional lines and to strengthen executive direction. Original agencies placed under the jurisdiction of the Department were the Bureau of Banking, the Bureau of Insurance, the Real Estate Commission, the Maine State Boxing Commission (renamed Maine Athletic Commission), the State Running Horse Racing Commission, and the Land Damage Board (renamed State Claims Board) was transferred by statute to the Department of Finance and Administration. The Administrative Services Division was established by the Commissioner in 1974 and by statute in C. 553, P.L. 1983. The Special Session of the 106th Legislature established the Bureau of Consumer Protection (renamed the Bureau of Consumer Credit Protection) to enforce the Maine Consumer Credit Code which became effective on January 1, 1975.

The 107th Legislature transferred the Oil Burner Men's Licensing Board (renamed the Oil and Solid Fuel Board) and the Electricians' Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature established the Central Licensing Division and transferred the Board of Examiners on Speech Pathology and Audiology and the State Board of Examiners of Psychologists from independent agency status to the Department. The 108th Legislature created the Board of Registration of Substance Abuse Counselors and the Manufactured Housing Board and transferred the Board of Examiners of Arborists from an independent agency status to the Department. In its second session, the 108th Legislature transferred the Social Worker Registration Board from an independent agency status to the Department. The 109th Legislature transferred the Board of Registration for Professional Foresters, the Board of Certification for Geologists and Soil Scientists and the Board of Examiners in Physical Therapy from an independent agency status to the Department. It also created the Auctioneers Advisory Board.

The First Session of the 110th Legislature attached the State Board of Registration for Professional Engineers, the State Board of Registration for Land Surveyors and the Penobscot Bay and River Pilotage Commission to the Department. It also created the Commercial Driver Instructors Licensing Board and transferred the Registration of Charitable Solicitors from the Secretary of State to the Department.

The Second Session of the 110th Legislature transferred from the Department of Human Services to the Department of Business Regulation, the Plumbers Examining Board; the Board of Hearing Aid Dealers and Fitters, and the Board of Funeral Service, all effective July 1, 1983.

The First Session of the 111th Legislature, at the Department's request, enacted Public Law Chapters 171, 413 and 553. The first completely reorganized the Real Estate Commission, its staff and functions. The second conformed the statutes of all boards within or affiliated with the Department to the Administrative Procedures Act, recent Federal and State court decisions and it standardized many of the powers and procedures of twenty some licensing boards. This was the first time that a comprehensive, coordinated review had ever been undertaken.

It created a new Division of Licensing and Enforcement to include the Department's Computer Services Section; provided that the Superintendents of the three bureaus be General Fund responsibilities, took the Manufactured Housing Board and Athletic Commission out of the General Fund and made them dedicated accounts, and renamed the Department the Department of Business, Occupational and Professional Regulation to reflect the fact that fifty percent of Maine's occupational and professional licensing are within this Department.

The Second Session of the 111th Legislature created and placed within the Department the Board of Occupational Therapy Practice; it placed within the Department the Penn Bay Pilotage Commission and extended the Department's authority over the remaining six attached licensing boards. It permitted the Department to lease purchase additional computer capacity and to retain auctioneers licensing fees which had previously gone to the General Fund. It reviewed and to some extent standardized the per diem and expenses of licensing board members and provided that legislators could not be licensing board members.

The First Regular Session of the 112th Legislature transferred the Board of Administrators of Medical Care Facilities from independent status to this Department, effective June 4, 1985;

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	90,574	90,574				
Health Benefits	3,783	3,783				
Retirement	8,407	8,407				
Other Fringe Benefits	952	952				
Other Contractual Service	11,574	11,574				
Rents	122	122				
Commodities	3,998	3,998				
Transfers to Other Funds	1,035	1,035				
TOTAL EXPENDITURES	120,445	120,445				

BOARD OF ACCOUNTANCY

LORENZO A. BELLEFLEUR, PA, CHAIRMAN
ROBERT E. WILSON, JR., CPA, Secretary-Treasurer

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 280; *Citation:* 32 M.R.S.A., Sect. 3971
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATION: The Board of Accountancy, as established by Title 5, section 12004, subsection 1, shall consist of 5 members appointed by the Governor. Each member of the board shall be a citizen of the United States and a resident of this State. Three members shall be persons registered in accordance with subchapter III and whose principal occupation has been in active practice as a certified public accountant for at least the 5 preceding years. One member shall be a person registered in accordance with subchapter IV and whose principal occupation has been in active practice as a noncertified public accountant for at least the 5 preceding years. One member of the board shall be a representative of the public. Appointments shall be for 3-year terms, except that the terms of 2 members other than the public member shall expire each calendar year and appointments of less than 3 years may be made in order to comply with this limitation. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon the expiration of his term of office, a member shall continue to serve until his successor shall have been appointed and shall have qualified, and the successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only a period actually served which exceeds 1/2 of the 3-year term shall be deemed a full term. The Governor shall remove from the board any member whose permit to practice has become void, revoked or suspended, and may, after hearing, remove any member of the board for cause.

PROGRAM: The duties of The Board of Accountancy include holding Certified Public Accountant (CPA) and Public Accountant (PA) examinations, issuing CPA and PA certificates, issuing annual permits to practice to qualified certificate holders, and investigating complaints against certificate holders, taking appropriate action where necessary.

During the fiscal year 1988 the Board of Accountancy met 7 times, held 2 examinations, and issued 85 certificates based on the examination results. A total of 869 Public Accountants and Certified Public Accountants secured annual permits to practice.

The department, upon request, prepares a register of licensed practitioners in the state for a minimal fee.

Currently there are 792 CPAs licensed and 114 PAs licensed in the State of Maine (906 total).

LICENSES, PERMITS, ETC.:

- Certification:
    - Public Accountants
    - Certified Public Accountants
- Annual Registrations:
    - Offices
        - Public Accountants
        - Certified Public Accountants

PUBLICATIONS:

- Roster of Licensees (nominal fee)
- State Laws
- Board Rules & Regulations

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ACCOUNTANCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,057		12,057			
Health Benefits	749		749			
Retirement	1,727		1,727			
Other Fringe Benefits	32		32			
Other Contractual Service	40,990		40,990			
Rents	9,479		9,479			
Commodities	872		872			
Transfers to Other Funds	54		54			
TOTAL EXPENDITURES	65,960		65,960			

ACUPUNCTURE LICENSING BOARD

JULIE BOWMAN, CHAIRMAN

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 9/29/87

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 502; *Citation:* 32 M.R.S.A., Sect. 12406

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Acupuncture Licensing Board was established to protect the public interest through the regulation of the practice of acupuncture in the State of Maine. The primary responsibilities of the Board are to issue licenses to qualified applicants, to issue yearly renewal of licenses, to investigate written complaints brought before the Board, to answer correspondence, to maintain financial records, and to set fees for annual licensure of acupuncturists.

ORGANIZATION: There is within the Department of Professional and Financial Regulation the Acupuncture Licensing Board as established in Title 5, chapter 379. The Board consists of 5 members appointed by the Governor. Three members shall be licensed acupuncturists, one member shall be a licensed, practicing medical or osteopathic doctor and one member shall be a member of the public who is not licensed to practice any healing art or science and who is not an acupuncturist. Appointments shall be for 3-year terms and no member shall serve more than 3 full consecutive terms.

PROGRAM: During their first nine months the Board met 6 times during which they promulgated Rules and Regulations. The Board has recently begun accepting applications for licensure, however, no licenses have been issued to date.

LICENSES, PERMITS, ETC.:
Licensed Acupuncturists

PUBLICATIONS:
Laws and Regulations
List of licensed acupuncturists (nominal fee)

FINANCES, FISCAL YEAR 1988: This unit had no expenditures in FY 88.

DIVISION OF ADMINISTRATIVE SERVICES

LINDA S. GILSON, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3917
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 028; *Citation:* 10 M.R.S.A., Sect. 8003
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: This Division was established to provide centralized administration for all of the bureaus, boards and commissions within the Department, and for the Department itself.

Its major responsibilities are Accounting, Personnel Management and Purchasing. The Division provides centralized accounting and budgeting, centralized purchasing and property recording, and centralized personnel services including the preparation of payrolls and related recordkeeping. Most reports required of the Department, and of small agencies within it, are prepared by this Division.

ORGANIZATION: This division consists of a Director, one secretary, one accountant II, one accountant I and one account clerk II.

Within the Administrative Services Division there are two functional units. The first is Financial which provides centralized accounting and fiscal services for the department as well as centralization of purchasing and property accounting. The second section, Personnel, is responsible for all personnel transactions for the department including the preparation of payrolls, affirmative action and contract administration.

PROGRAM: The Administrative Services Division provides the services described above for the entire Department. Additionally, the Division is responsible for ordering and arranging for the services provided to all units by outside staff agencies and by private parties and vendors. It has computerized its functions on the department's computer. Completion of this process provided better and more varied management information reports.

PUBLICATIONS:

Department of Professional and Financial Regulation, Organizational Structure and Financial History .... No Charge

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	110,644		110,644			
Health Benefits	6,213		6,213			
Retirement	21,774		21,774			
Other Fringe Benefits	573		573			
Other Contractual Service	6,104		6,104			
Commodities	3,094		3,094			
Equipment	711		711			
Interest—Debt Retirement	20		20			
Transfers to Other Funds	20,918		20,918			
TOTAL EXPENDITURES	170,051		170,051			

ARBORIST EXAMINING BOARD

HENRY L. THIBODEAU, CHAIRMAN
CAROL HOLT, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1998
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 287; *Citation:* 32 M.R.S.A., Sect. 2001
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Arborist Examining Board was established to provide examinations, licenses and enforcement of the statutes relative to arborists in Maine. The primary responsibilities of the Board are to determine policy; issue rules and regulations; compile and maintain an up-to-date list of all licensed arborists; collect and expend fees; issue, renew and revoke licenses; and prepare and give scheduled examinations.

ORGANIZATION: The Arborist Examining Board, created in 1933, is comprised of six members appointed by the Governor—one a plant pathologist from either the State or University of Maine staff, two licensed commercial arborists, one public member; one member from the Bureau of Forestry; and one member with the state registration of pesticides from the Department of Agriculture; all are appointed for a five year term.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board was placed under the Department of Professional & Financial Regulation essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are issued on an annual basis.

PROGRAM: During FY 88, the Arborist Examining Board administered 103 exams. All exams given in the category of General Tree Care. Also during FY 88, the Board underwent review by the Office of Fiscal and Program Review. Based on recommendations of this study, the Legislature's Audit and Program Review Committee has extended the life of the Board for ten more years.

As a result of its review the Committee expanded current licensing exemptions to specify that any personnel may perform arborist tasks under the on-site supervision of a licensed arborist. The Committee also expanded the exemptions to allow unlicensed individuals to perform arborist duties in time of public emergencies. Lastly, the Board was provided with the flexibility to offer whatever type of examination it deems most appropriate.

The current number of licensed arborists is 308.

PUBLICATIONS:

Arborist Study Guide—Sent upon receipt of application fee.
Roster—at cost.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARBORIST EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	300		300			
Other Contractual Services	4,632		4,632			
Transfers to Other Funds	1,443		1,443			
TOTAL EXPENDITURES	6,375		6,375			

MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS AND LANDSCAPE ARCHITECTS

ALAN BALDWIN, CHAIRMAN
GEORGE TERRIEN, Secretary

Central Office: 142 High St., Portland *Telephone:* 774-0039
Mail Address: 142 High St., Rm. 614, Portland, Me. 04101
Established: 1945 *Sunset Review Started:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 288; *Citation:* 32 M.R.S.A., Sect. 211
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Board for Licensure of Architects and Landscape Architects was established to protect the public and maintain high professional standards through the examination and licensure of persons who wish to practice architecture, or Landscape Architecture in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title 'architect' or 'landscape architect' and engage in performing the functions of each; to issue licenses and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules and regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for licensure, and employs legal advice and such other assistance as it may deem necessary. Also, records of its proceedings and a register of all applicants for licensure are kept by the Board.

ORGANIZATION: Appointments shall be for 3-year terms, except that no more than 3 members' terms may expire in any one calendar year. Appointments for terms of less than 3 years may be made in order to comply with this limitation. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only, a period actually served which exceeds ½ of the 3-year term shall be deemed a full term. Upon expiration of a member's term, he shall serve until his successor is qualified and appointed. The successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. Any vacancy shall be filled by appointment for the unexpired term. A member may be removed by the Governor for cause.

The Board annually elects a chairman and a secretary. The Board must meet at least once a year to conduct its business; additional meetings being held as necessary for the purpose of examining candidates for registration.

PROGRAM: The Board, in accordance with the Maine Administrative Procedure Act, makes rules and regulations for the protection of the public health, safety, and welfare, as necessary for the performance of its duties of establishing and maintaining high standards of professional qualifications and ethical conduct, and verifying qualifications of applicants for registration as architects or landscape architects. The practice of architecture consists of rendering, or offering to render, service to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and inspection of construction of buildings or any other service in connection with the designing or inspection of construction of buildings located within the State.

The practice of landscape architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents involving the development of land and incidental water areas where, and to the extent that, the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, naturalistic and aesthetic values, the settings and approaches to buildings, structures, facilities or other improvements, and natural drainage. The consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards are also part of the services offered by landscape architects.

In FY 88, 13 residents in the state were licensed as architects; 3 by reciprocity with licensure in another state, 6 through the National Council of Architectural Registration Boards, and 4 by examination.

There were 88 nonresidents licensed as architects; 7 through reciprocity with licensure in another state, and 81 through the National Council of Architectural Registration Boards.

In addition, 8 resident landscape architects were licensed; 2 by examination and 6 through reciprocity with licensure in another state.

There are 5 nonresidents licensed as landscape architects; 1 through examination, 2 through reciprocity with licensure in another state and 2 through the Council of Landscape Architectural Registration Boards.

There were 6 complaints of unlicensed practice of architecture, 2 complaints of improper practice by a licensed architect, and 2 complaints of improper practice by a licensed landscape architect.

LICENSES, PERMITS, ETC.:

Licensure:

Architects and Landscape Architects

PUBLICATIONS:

The Board has copies of the Laws/Rules & Regulations of the Maine State Board for Licensure of Architects & Landscape Architects, which are available upon request. A current list of all registered architects and landscape architects may be purchased from the Board upon payment of $5.00.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS AND LANDSCAPE ARCHITECTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,310		2.310			
Other Contractual Service	36,477		36,477			
Rents	2,860		2,860			
Commodities	175		175			
Equipment	701		701			
Interest—Debt Retirement	3		3			
Transfers to Other Funds	687		687			
TOTAL EXPENDITURES	43,213		43,213			

MAINE ATHLETIC COMMISSION

HARRY J. DALTON, CHAIRMAN
CAROL HOLT, Executive Secretary

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1939 *Sunset Termination Scheduled to Start by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 035; *Citation:* 32 M.R.S.A., Sect. 13501
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Maine Athletic Commission was established to regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and to provide appropriate recreation and entertainment for the public. In 1977, professional wrestling was added to the Commission's jurisdiction. In 1987, amateur and professional kick-boxing was added to the Commission's jurisdiction. The primary responsibilities of the Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing and kickboxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to license all professional wrestlers and officials for professional wrestling contests for mental or physical reasons; to recommend revocation of licenses to the Administrative Court under the Administrative Procedures Act; and to ensure payment into the General Fund by promoters of five percent of gross receipts from boxing and wrestling contests and exhibitions.

ORGANIZATION: The Maine State Boxing Commission was created by Legislative Act in 1939. Under State government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Professional & Financial Regulation. On May 16, 1977 the Governor approved a Legislative name-change to the Maine Athletic Commission from the Maine State Boxing Commission.

The Commission consists of five members appointed by the Commissioner of Professional & Financial Regulation with the advice and consent of the Governor, for terms of three years. The members may be removed by the Governor for just cause. So far as is practicable, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of boxing. The Department of Professional and Financial Regulation employs personnel and provides administrative assistance as required.

PROGRAM: During FY 88 there were 3 boxing shows, 1 kick-boxing show and 22 wrestling shows held.

LICENSES, PERMITS, ETC.:

Boxing

- Referee
- Manager
- Physician
- Second
- Timekeeper
- Boxer
- Promoter
- Knockdown timekeeper
- Judge

Wrestling

- Referee
- Matchmaker
- Manager
- Physician
- Timekeeper
- Wrestler
- Promoter

Kickboxing

- Assistant Scorekeeper
- Judge
- Kickboxer
- Knockdown Timekeeper
- Kickjudge
- Matchmaker
- Manager
- Physician
- Promoter
- Referee
- Second Timekeeper

PUBLICATIONS: Statutes and Rules relating to boxing, wrestling and kick-boxing in the State of Maine are available.

Roster—Publishing fee

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE ATHLETIC COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,000		5,000			
Health Benefits	140		140			
Retirement	907		907			
Other Fringe Benefits	21		21			
Other Contractual Service	6,141		6,141			
Transfers to Other Funds	5,842		5,842			
TOTAL EXPENDITURES	18,051		18,051			

BUREAU OF BANKING

H. DONALD DeMATTEIS, SUPERINTENDENT
COLETTE L. MOONEY, Deputy Superintendent
ROY L. GOVE, Deputy Superintendent

Central Office: 124 Northern Ave , Gardiner *Telephone:* 582-8713
Mail Address: Statehouse Sta. #36, Augusta, Maine 04333

Established: 1827 *Sunset Review Required by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 029; *Citation:* 9-B, M.R.S.A., Sect. 121

Average Count—All Positions: 27 *Legislative Count:* 9

PURPOSE: The Bureau of Banking was established to supervise all financial institutions chartered by the State in a manner to maintain and promote safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare; and to assure that investors and the general public have the full and accurate information needed to make investment decisions, and that transactions in securities be effected fairly and honestly.

The Bureau has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions; to conduct an on-site examination of each financial institution supervised by the Bureau at least once every 36 months; to require reports and information necessary for proper supervision; to summon persons and subpoena witnesses in connection with Bureau matters; to order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; to approve or deny applications for new charters and applications by existing financial institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter. The Bureau is also required to register and to require bonding of issuers and sellers of money orders by persons other than financial institutions authorized to do business in Maine.

Within the Bureau of Banking, there is created a Securities Division headed by an Administrator appointed by the Superintendent of Banking who, under the direction of the Superintendent, has charge of the enforcement of the Maine Securities Act and makes any necessary investigations under that Act.

Securities Division. To administer and enforce the Revised Maine Securities Act; to review applications to register securities for sale in Maine and to deny registration to offerings which are made on unfair, unjust or inequitable terms or which involve illegal activities or which would work a fraud on purchasers; to review filings for exemptions from registration; to license securities brokers, dealers and sales representatives transacting business in Maine, as well as persons acting as investment advisers in Maine; to suspend or revoke such licenses for misconduct as defined in the Securities Act; to respond to consumer complaints; to investigate possible violations of the law, and when warranted by the circumstances, to issue cease and desist orders or refer matters to the Attorney General for civil or criminal action. Effective July 16, 1986, the Bureau is responsible for administering the Business Opportunity Sales Act and the State Commodity Code.

ORGANIZATION:

Banking. From the date of Maine's statehood until 1831, only occasional committees were appointed by the Legislature to examine certain banks whenever deemed expedient. In 1831, the Legislature directed the Governor and Council to appoint two Commissioners who were required to examine each incorporated bank at least once a year. The powers and duties of the Commissioners were gradually broadened to include authorization to supervise every state bank and savings bank in the State and to set forth procedures to guard against unsafe practices. In 1868, the two Bank Commissioners were replaced with a single examiner of banks and insurance companies charged with making annual examinations of banks and insurance companies. Two years later, a separate office of Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. In 1909, legislation was enacted granting general supervisory powers over banks, mergers and new charters under a public convenience and advantage standard. The title of Bank Examiner was also changed back to Bank Commissioner. The Commissioner was empowered to hire one or more clerks, one of whom would be named Deputy Commissioner, thus marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of credit unions.

Under the plan for State government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The title of Bank Commissioner was changed to Bank Superintendent and the statutes provided for one or more Deputy Superintendent. The Bureau of Banks and Banking became known as the Bureau of Banking when the new Maine Banking Law took effect October 1, 1975. The licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures and non-deposit industrial loan companies were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974. The last of the remaining industrial banks went out of existence during the early months of 1976. In 1977, Chapter 22, Section 221 was amended to change the examination period from one year to 18 months.

In early 1985, a reorganization of the administrative staff of the Bureau was implemented. The Banking Division was divided into two functional groups with the responsibility for coordination and development of each area delegated to a Deputy Bank Superintendent. The Deputy Superintendent of Examination supervises the Bureau's professional field staff, and coordinates and monitors examinations and problem bank supervision. The Deputy Superintendent of

Research/Administration is responsible for the development of the Bureau's data base, bank monitoring systems, legislative/rule-making activities and manages the office staff. A Financial Analyst position was also added to the Bureau's administrative staff, recognizing the need for more comprehensive, continuous analysis of changes in the financial services industry and the Bureau's role in monitoring these developments. The recently completed Agency Review conducted by the Joint Standing Committee on Audit and Program Review recommended that the Bureau increase the visibility of its role as the State's regulator of financial institutions and its complaint mediation process. The Bureau has developed a Consumer Outreach Program and employs one individual to direct this program.

Securities Division. The law of the State of Maine relating to "Dealers in Securities" was enacted in 1913, two years after Kansas enacted the first "blue sky" law. This law was to be administered by the Bank Commissioner. Following several minor revisions, the law was amended in 1931 to include an expanded definition of the term "securities" to include land or property situated outside of Maine and to provide for a full-time securities examiner and later to provide for a Securities Division. In 1967, the law was changed substantially to provide for the registration of securities, to expand further the definition of securities, to add civil liability and antifraud provisions to the Act, and to increase penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banking authority to exempt certain dealers, agents, securities and transactions, and a 1977 amendment authorized an expanded exemption for Maine corporations. Significant amendments effective in 1980 and 1981 also redefined certain terms, provided new or expanded exemptions, and added new enforcement authority. In 1984 the securities law was further amended to accommodate electronic registration of agents, and also to provide authority to order stale applications abandoned.

In June 1985, the One-Hundred-and-Twelfth Legislature passed, and the Governor signed into law, An Act to Revise the Maine Securities Act. The new law, based on a modified version of the draft revised Uniform Securities Act, became effective September of 1985. The Act contains authority for the Bank Superintendent to adopt the Uniform Limited Offering Exemption for private placement offerings. The new Act makes numerous other changes, including broadening the scope of the Securities Act in the areas of enforcement and the regulation of Investment Advisors, and providing for registration of securities by notification, coordination and qualification. The new Act provides for a more streamlined and more equitable regulation of securities activities in the state and also contains greater enforcement powers. To implement these changes, the Bureau has created new supervisory positions in the registration and enforcement areas.

Legislation enacted in 1986 gave the Bureau enforcement powers with respect to the sale of certain types of business opportunities and commodity contracts. The Bureau exercises these new responsibilities through the Securities Division. During the same legislative session, the Takeover Bid Disclosure Law, which had been administered by the Division, was repealed because of concern over its constitutionality.

PROGRAM: The Bureau's program is primarily implemented through its Banking and Securities Divisions.

Banking. Statutes now require the examination of all state-chartered financial institutions once every three years. A computer based system has been implemented to monitor bank performance between examinations. In the latter part of the fiscal year, the Bureau formalized its efforts to educate Maine consumers in the complex area of financial services industry through the development of a Consumer Outreach Program. Over 10,000 copies of our first publication, "Mortgage Points and Other Settlement Costs," have been distributed to date and we have begun work on a new program to educate high school students of the importance of money management and basic banking services. In addition, the Bureau has produced several public service announcements through local broadcasting networks that advertise the availability of these publications and our role as the state's primary bank regulator. The Bureau's complaint resolution program has been expanded to include two full-time staff members who, during the fiscal year 1987-88, responded to 980 consumer complaints and/or inquiries. The Bureau has also developed a voluntary program for resolution of complaints involving federally chartered banks that are not subject to the direct supervision of the Bureau of Banking.

In 1983, the Maine Banking Code was amended to provide a notification process to be followed for opening, closing, or relocating a branch of a financial institution. The Superintendent retains the right to require a comprehensive application for such transactions as circumstances warrant. During fiscal year 1988, 16 notification letters were processed: 11 to open or relocate branches, and 5 to close branches. Maine's financial institutions continue to support and expand satellite facilities networks. There are now over 400 shared satellite facilities available in this state and many nationwide networks now available to Maine consumers travelling throughout the country.

Maine is continuing to experience the national trend of consolidation and repositioning within the financial industry in the face of deregulation and the advent of interstate banking. During this past fiscal year, the Bureau received an application from a Maine financial institution holding company to acquire an out of state bank; action on this application will be concluded sometime during the earlier part of the next fiscal year. The Bureau approved another very complex interstate acquisition and merger of two large Maine financial institution holding companies which required a plan of divestiture of nine branches in overlapping market areas. The Bureau also approved the organization of a new state-chartered commercial bank. In other transactions, one financial institution received permission to form a bank holding company, and two others were permitted to engage in non-banking subsidiaries through newly acquired subsidiaries. One savings bank was granted approval to form a trust department.

Administrative personnel of the Bureau participated in programs of industry groups, professional associations and federal regulatory agencies. Advanced examiner training involved several examiners in interagency schools designed to increase the level of expertise in bank examination and supervision. One principal examiner also served as an instructor at a school sponsored by the Education Foundation of State Bank Supervisors and one principal examiner completed his studies at a three-year graduate banking course. The Bureau has broadened the scope of its examination capabilities to include electronic data processing, bank holding companies, and a formal compliance review.

Securities Division. During fiscal year 1987-88, the Securities Division received and processed 3,423 applications to register securities, 340 notifications to perfect exemptions for private offerings, 598 notifications to perfect exemptions for exchange-listed securities, and 127 notifications to perfect exemptions for transactions with existing security holders. This represented an annual decrease in total securities filings of approximately 14%, largely brought about by adverse market conditions and by changes in the federal tax laws.

By contrast, the number of securities professionals licensed continued its rapid growth. At the end of the fiscal year, 848 broker-dealers were licensed in Maine, an increase of 7% from the prior year. The number of licensed sales representatives reached 15,622 on June 30, 1988, representing an increase of 16% over the past year and 111% over the past three years. Licensed investment advisers increased from 34 to 89.

The Division endeavored to carefully screen licensing applicants with prior disciplinary problems in other jurisdictions. As a result of that screening, the number of persons withdrawing their applications because of objections raised by the Division more than doubled in the past year. In the last eight months of the fiscal year, 114 sales representative applications were withdrawn.

In the enforcement arena, the Division's lawsuit against a major penny stock firm was settled, with the defendent paying $200,000 in restitution to Maine consumers. A suit against a similar firm with approximately 130 customers in Maine was also filed. That suit has been settled through a Consent Decree, under which the firm is obligated to pay restitution to all persons in Maine to whom securities were sold by unlicensed sales representatives.

A major enforcement priority of the Division was the sale of unsuitable investments. As a result of an extensive investigation into that practice, an informal settlement was reached with a large national brokerage firm, pursuant to which the firm paid $240,000 in reimbursement to Maine purchasers of interests in an oil and gas partnership. Under a similar agreement with another firm, $45,000 was returned to an elderly Maine couple to whom the firm had sold securities which were unsuitable.

The fiscal year also witnessed greater cooperation with enforcement agencies from other states. In one instance, the Division participated in a joint investigation with the other New England states. In another instance, evidence obtained by the Division led to a criminal prosecution in Oklahoma, at which the Division's Supervisor of Enforcement testified.

The Division's vigorous administrative enforcement effort continued. In addition to the informal resolution of numerous complaints, the Division issued nine Cease and Desist Orders. The Division also broadened its use of its administrative powers, issuing its first order cancelling a broker-dealer license and first order barring a sales representative from association with a broker-dealer.

LICENSES, PERMITS, ETC.:

License:
- Broker-Dealer
- Securities Dealer
- Sales Representative
- Investment Adviser
- Negotiable Money Orders (Company and Agent)

PUBLICATIONS:

Maine Bureau of Banking Regulations and Bulletins— ($65.00) (includes updates 1987 inclusive)

Revised Maine Securities Act—(Free)

A Consumer's Guide to Home Mortgage Financing in the 1980's—(Free)

Report of the Superintendent, Bureau of Banking, State of Maine For the Ten Year Period June 30, 1972-June 30, 1983 ($5.00)

Report of the Superintendent, Bureau of Banking—Status of Maine's Financial Institutions (1/15/85—$10.00) (1/15/86—$5.00) (1/15/87—$5.00) (1/15/88—$5.00)

Bureau of Banking—Consumer Outreach Program—(Free)

Bureau of Banking—A Consumers Guide to Understanding Mortgage Points and Other Settlement Costs—(Free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	740,971	226,712	514,259			
Health Benefits	38,076	12,586	25,490			
Retirement	134,688	43,051	91,637			
Other Fringe Benefits	3,210	1,104	2,106			
Other Contractual Service	151,925	22,029	129,896			
Rents	120	125	-5			
Commodities	12,969	6,030	6,939			
Equipment	12,864	1,536	11,328			
Transfers to Other Funds	21,275		21,275			
TOTAL EXPENDITURES	1,116,098	313,173	802,925			

STATE BOARD OF BARBERS

RAYMOND L. McDONALD, CHAIRMAN
RAYMOND L. HODGKINS, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:*
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1937 *Sunset Termination Scheduled to Start by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 292; *Citation:* 32 M.R.S.A., Sect. 351

Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a license for the practice or instruction of barbering in the State of Maine; to issue and renew annually such licenses to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. The Administrative Court Judge has the power to suspend or revoke the license of any barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; to keep a register of all persons to whom licenses are issued.

ORGANIZATION: The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology). The Board became a part of Professional and Financial Regulation in August, 1986. This Board now consists of four members: one is a lay person representing the public and three are active barbers. The four are appointed by the Governor for a term of three years. The Board, in its first meeting of each year, elects a chairman, who serves for a term of one year or until a successor is elected. The Board employs a full time executive secretary.

PROGRAM: During FY 1988, the Board held 5 organized meetings, administered examinations to 29 candidates examined for barber licenses; all candidates passed. There were 496 inspections made in FY 1988.

The following number of licenses, registrations and permits were issued this fiscal year: Apprentice 6, barber resident 770, barber non-resident 32, barber shop 375, barber shop booths 73, instructor 10, student permits 15, technicians 15 and work permits 3.

There were three written complaints and one telephone complaint received by the Board. All were handled by the Board. There were no court cases for fiscal year 1988.

The Board established rules pertaining to licensure fees.

LICENSES, PERMITS, ETC.:

License:	Registration:	Permit:
Barber Shop	Technician	Work
Barber	Barber Apprentice	Barber Student
Instructor		

PUBLICATIONS:

Rules and Regulations pertaining to Barber Shops (free)
State Board of Barber Laws Pertaining to Barbers (free)
Rules Pertaining to Barber Instructors (free)
Rules Pertaining to Licensure Fees (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF BARBERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	19,764		19,764			
Health Benefits	1,793		1,793			
Retirement	3,575		3,575			
Other Fringe Benefits	67		67			
Other Contractual Service	12,350		12,350			
Rents	225		225			
Commodities	251		251			
Transfers to Other Funds	1,051		1,051			
TOTAL EXPENDITURES	39,076		39,076			

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

JOHN D. REEDER, PRESIDENT
DR. RAYMOND SPAULDING, Secretary

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Station 35, Augusta, Maine 04333

Established: 1923 *Sunset Termination Scheduled to Start by:* June 30, 1992

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 297; *Citation:* 32 M.R.S.A., Sect. 501

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY 76, a sixth member representing the public was added to the board. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: During FY 88, 49 persons took the Board of Chiropractic Examination; 30 passed and were licensed. No licenses were awarded by reciprocity. Two applications were rejected due to low grade point averages. Five Board meetings were held to transact the business of the Board. During FY 88, the Board also held two seminars for educational purposes. Board members also attended seminars in the state of New York for the purpose of viewing the process of administering the new National Board Tests.

LICENSES, PERMITS, ETC.

License:

To practice chiropractic in Maine

PUBLICATIONS:

"Laws and Rules and Regulations Governing the Practice of Chiropractic"—No charge.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,625		1,625			
Other Contractual Service	20,161		20,161			
Equipment	533		533			
Transfers to Other Funds	1,703		1,703			
TOTAL EXPENDITURES	24,022		24,022			

BOARD OF COMMERCIAL DRIVER EDUCATION

RUSSELL COTNOIR, CHAIRMAN
DIANE BRADSTREET, BOARD CLERK

Central Office: 122 Northern Ave., Gardiner, Me. 04345 *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: January 1, 1982 *Sunset Review Required by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 295; *Citation:* 32 M.R.S.A., Sect. 9552
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Commercial Driver Education was created for the purpose of examining and licensing commercial driver education schools and instructors as well as investigating all complaints of noncompliance with or violation of the law and/or established rules and regulations.

ORGANIZATION: The Board of Commercial Driver Education is composed of 5 members appointed by the Governor. Two members are representatives of Class A schools, as defined in section 9601, one is a representative of Class B schools, as defined in section 9601, one member is a public representative and one member is the Director of the Division of Motor Vehicles or his designee.

The term of office of each member is 4 years, except that, of the 3 school members on the first board appointed under this subchapter, one was appointed for 2 years and one for 3 years.

PROGRAM: The Board of Commercial Driver Education strives to improve consumer awareness of commercial driver education facilities, to improve communications between commercial schools and the board; and to provide an in-service training program for staff development in all commercial driver education schools.

The Board evaluates the qualifications of applicants; examines and licenses commercial driver education schools and instructors; investigates all complaints; and conducts hearings when necessary.

A total of 271 commercial driver education schools and instructors are currently licensed; 82 Class A schools; 3 Class B schools; 118 Class A instructors; and 68 Class B instructors.

LICENSES, PERMITS, ETC.:

Class A Commercial Schools
Class B Commercial Schools
Class A Commercial Instructors
Class B Commercial Instructors

PUBLICATIONS:

Roster—at cost

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMERCIAL DRIVER EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	105		105			
Other Contractual Service	9,693		9,693			
Transfers to Other Funds	516		516			
TOTAL EXPENDITURES	10,314		10,314			

BUREAU OF CONSUMER CREDIT PROTECTION

WILLIAM N. LUND, Superintendent

Central Office: Gardiner Annex, Northern Ave., Gardiner *Telephone:* 582-8718
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 030; *Citation:* 9-A M.R.S.A., Sect. 6-103
Average Count—All Positions: 15 *Legislative Count:* 1

PURPOSE: The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Bureau is to implement the Maine Consumer Credit Code. The Code requires the Bureau to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conform to the policies of the federal Truth-in-Lending Act.

In addition, the Bureau is responsible for administration of consumer-related State Acts concerning Collection Agencies, Simplified Consumer Loan Contracts, and Credit Reporting Agencies.

ORGANIZATION: The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection. The 110th Legislature changed the name of the Bureau to the Bureau of Consumer Credit Protection.

PROGRAM: The Bureau's program is composed of three basic parts: examination of lending institutions and retailers extending credit to ascertain compliance with the consumer credit laws, a complaint investigation division, and a consumer education program. As more of the larger creditors became computerized, there was a marked increase in the centralization of records, resulting in the examiners devoting more time on out-of-state examinations for those creditors whose home bases were out-of-state. A significant amount of the examiners' time was also relegated to the examination of mortgage banking companies, whose numbers have increased dramatically since FY 87.

During FY 88, 322 creditors and 11 Collection Agencies were examined. During this period, creditors returned approximately $95,204 to consumers as a result of violations discovered during the examination process. The Bureau cited 743 violations of Truth-in-Lending Laws and 995 Consumer Credit Code violations after reviewing 24,342 transactions.

The Bureau's Complaint Division responded to approximately 1,600 inquiries and complaints. Many were resolved informally, by telephone. A total of 348 written complaints were received and an additional $53,366.55 was refunded to consumers as a result of the Bureau's findings. A notable portion of this refund came as the result of the Bureau's focus during FY 88 on credit sales involving new and used automobiles.

The Bureau continued its examination program to implement the Fair Credit Reporting Act. The Bureau cited 90 violations after reviewing credit denial files of 322 creditors during FY 88.

The Bureau fulfilled its consumer education responsibilities by speaking to a variety of groups and organizations, appearing on television and radio programs and by issuing news releases providing advice to consumers on topics of current concern. The Bureau published its Downeaster Consumer Guide to Credit Bureaus and Credit Reports. It has been widely received by consumers and businesses alike. Its purpose was to educate consumers on how to better understand the functions of credit bureaus and how to gain access to their files at those bureaus, as well as how to correct faulty information in their files.

To meet the requests of consumers wishing to sell their residences without using real estate brokers, the Bureau also reprinted the 1977 self-help publication, "For Sale By Owner."

The Bureau received filings or licensed the following creditors in FY 88:

Supervised Financial Organizations (banks, credit unions—including branches)	495
Supervised Lenders	55
Other Creditors (excluding branches)	788
Sales Finance Companies	44
Collection Agencies	39
Total	1,421

LICENSES, PERMITS, ETC.:

License:
- Collection Agencies
- Supervised Lenders-Consumer Credit Code

Registration:
- Consumer Credit Code Notification

PUBLICATIONS:

- Down Easter's Pocket Credit Guide (free to Maine residents)
- Down Easter's Guide to Consumer Rights and Debt Collectors (free to Maine residents)
- Code Word (newsletter) published semi-annually (free to interested parties)
- Cut Rate Auto Financing (free to Maine residents)
- Downeaster Consumer Guide to Credit Bureaus and Credit Reports (free to Maine residents)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	262,266	41,000	221,266			
Health Benefits	16,366	1,941	14,425			
Retirement	49,088	8,860	40,228			
Other Fringe Benefits	1,076	135	941			
Other Contractual Service	66,346		66,346			
Computer Services—State	158		158			
Rents	313		313			
Commodities	7,751		7,751			
Grant—Subsidities—Pensions	25		25			
Equipment	2,394		2,394			
Interest—Debt Retirement	6		6			
Transfers to Other Funds	15,947		15,947			
TOTAL EXPENDITURES	421,736	51,936	369,800			

STATE BOARD OF COSMETOLOGY

PHYLLIS RAYMOND, Chairperson
GERALDINE L. BETTS, Executive Secretary

Central Office: Gardiner Annex, Northern Ave., Gardiner, Me. *Telephone:* 582-8745
Mail Address: Statehouse Sta. #62, Augusta, Maine 04333

Established: 1933 *Sunset Termination Scheduled to Start by:* June, 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 305; *Citation:* 32 M.R.S.A., Sect. 1601

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Board was established to administer, coordinate and enforce Chapter 23; evaluate the qualifications and examine applicants for registration; and at its discretion investigate allegations of violations, in order to protect the consuming public.

ORGANIZATION: The Board consists of 6 members appointed by the Governor. Five shall be engaged in the practice of Cosmetology for at least 3 years immediately prior to this appointment. One member shall be a representative of the public. Term of office shall be 3 years and no one shall serve more than 3 consecutive terms.

PROGRAM: The Board of Cosmetology conducted thirteen cosmetology examinations during the FY 1987-88. A total of 408 candidates were examined with 117 candidates failing the original exam and 122 returning to retake the portion(s) of the exam failed. Of the 117 candidates re-examined, 109 passed. A total of 10 cosmetology instructor examinations were conducted. In addition, the Board held six board meetings.

The Board was successful in enacting legislation to establish a license limited to the practice of aesthetics. This law will become effective in August 1988. Currently, the Board has done extensive work and research to establish examination procedures relative to this license.

During the FY 1987-88, the Board voted to reduce licensing renewals.

LICENSES, PERMITS, ETC.:

License:
- Aesthetic License
- Cosmetology License
- Cosmetology Instructor License
- Manicuring License
- Demonstrator License
- Beauty Shop License

Permits:
- Cosmetology Student Permit
- Temporary Permit to Practice Cosmetology

Registration:
- Apprentice Cosmetology Registration
- Apprentice Manicurist Registration

PUBLICATIONS:

Rules and Regulations Pertaining to Beauty Shops (free)
State Board of Cosmetology Laws Pertaining to Cosmetology 1984 (free)
Rules of Practice (free)
Rules Relating to Apprentice, Manicurist
Rules for Certifying Cosmetology Instructors (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF COSMETOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	80,964		80,964			
Health Benefits	6,876		6,876			
Retirement	13,777		13,777			
Other Fringe Benefits	610		610			
Other Contractual Service	43,543		43,543			
Rents	9,905		9,905			
Commodities	1,883		1,883			
Equipment	14,377		14,377			
Transfers to Other Funds	4,765		4,765			
TOTAL EXPENDITURES	176,700		176,700			

BOARD OF DENTAL EXAMINERS

ROBERT HUTCHINSON, D.M.D., PRESIDENT
PHILIP K. HARGESHEIMER, VICE-PRESIDENT
GEORGE A. FAULKNER, JR., D.M.D.

Central Office: P.O. Box 104, West Minot *Telephone:* 345-3272
Mail Address: P.O. Box 104, West Minot, Maine 04288
Established: 1891 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 313; *Citation:* 32 M.R.S.A., Sect. 1071
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants for a certificate to practice dentistry, dental hygiene, or denture technology in Maine; upon payment of specified fees to register dentists biannually, and dental hygienists and denture technologists annually who are practicing in the State; to furnish annually to the Secretary of State a list of persons to whom certificates have been granted during the year; to make such rules, not contrary to the law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with or violations of the provisions of laws relating to dentists and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Examiners as an active member.

ORGANIZATION: The Board of Dental Examiners, originally established in 1891 as the Board of Examiners for Dentists, consists of five members of the dental profession, a consumer for a term of five years and a dental hygienist appointed by the Governor for a term of four years. Dentist members must be graduates of a reputable dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. The Board, at its annual meeting, elects from its members a president, vice-president and a secretary-treasurer. To practice dentistry, it uses the results of the National Board exam and the Northeast Regional Board exam.

PROGRAM: The Board of Dental Examiners met at least monthly in Augusta with lengthy agendas. Agenda items included: interviews for licensure; consumer complaints, dentist complaints; advertising; discussions of complaints with recommendations to the Department of the Attorney General for prosecution in Administrative Court or investigation by that department; and informal hearings with dentists, consumers and their attorneys.

To this date (June 25, 1988) in this fiscal year, 38 dentists were newly licensed. A total of 970 are currently registered. 45 Hygienists were newly licensed. A total of 817 are currently registered. No denture technologists were licensed or registered. Dental Radiographers—314 currently registered.

During FY 88 the following activity took place: revised and updated Dental Practice Act, now ready for printing; revised Foreign Dentist requirements and found unworkable; revising and updating the Administration of General Anesthesia and its ramifications; and established a set of rules for compliant procedure.

LICENSES, PERMITS, ETC.

Certificate of Ability to practice:
- Dentists
- Dental Hygienists
- Denture Technologists
- Dental Radiographers

PUBLICATIONS:

Directory, 1983—Dentists & Dental Hygienists. Fee $5.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	23,906		23,906			
Health Benefits	1,134		1,134			
Retirement	3,285		3,285			
Other Fringe Benefits	54		54			
Other Contractual Service	35,586		35,586			
Rents	2,238		2,238			
Commodities	823		823			
Interest - Debt Retirement	182		182			
Transfers to Other Funds	5,804		5,804			
TOTAL EXPENDITURES	73,012		73,012			

ELECTRICIANS' EXAMINING BOARD

PATRICK G. STARRS, CHAIRMAN
DOLORES DRAKE, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: State House Sta. #35, Augusta, Maine 04333
Established: 1953 *Sunset Review Extended to:* June 30, 1989
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 318; *Citation:* 32 M.R.S.A., Sect. 1151
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The Electricians' Examining Board was established to protect life and property from hazards arising from the use of electricity for light, heat, power and other purposes, and to insure the competency of electricians through examinations; to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited electrician, Apprentice, Journeyman-In-Training, or Helper electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Electricians' Examining Board was created in 1953, and administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installation of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation) (renamed the Department of Professional & Financial Regulation).

The Board consists of the Commissioner of the Department of Professional and Financial Regulation or her representative, and six members appointed by the Governor; one master electrician, one inside electrician from organized labor, one electrical inspector, one master electrician from the education field, one person experienced in the electrical field and one representative of the public. All appointive members, except the public member, have at least ten years experience in the electrical field. The Board meets at least twice a year. At the first meeting in each calendar year the appointive members elect a chairman.

PROGRAM: During FY 1988, the Electricians' Examining Board held 17 meetings, administered 577 examinations, of which 42% passed. A total of 8,322 people hold licenses issued by the Board.

One of the duties of the Board is to conduct regular inspections of electrical systems in new and existing buildings throughout the State. In determining the acceptability of any installation, the Board follows the standards set forth in the National Electrical Code (NFDA #70). During FY 88, the inspectors made 3,822 commercial inspections, 5,382 residential, and 2,258 complaints, license checks, and other investigations.

The Board also checks electrical vocational school students' projects and approves code classes throughout Maine that inform electricians of important code changes.

The inspectors assist the State Fire Marshal's Office with investigations of fires in which electrical installations are suspected. Inspectors are sometimes required to testify in cases involving faulty electrical installations.

In October 1981, an electrical permit system was initiated requiring electrical permits for all electrical work, except for industrial plants and one and two family dwellings. In FY 88, 1,982 permits were issued.

In July 1987, an inspection program for one-family dwellings was implemented and over 5,000 dwellings were certified.

LICENSES, PERMITS, ETC.:

License:

- Apprentice Electrician
- Helper Electrician
- Journeyman Electrician
- Limited Electrician
- Master Electrician
- Electrical Permits
- Certifications

PUBLICATIONS:

Statutes of the Electricians Examining Board
Roster of licensed electricians (nominal fee)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	156,235		156,235			
Health Benefits	11,567		11,567			
Retirement	27,759		27,759			
Other Fringe Benefits	1,900		1,900			
Other Contractual Service	67,372		67,372			
Rents	305		305			
Commodities	7,275		7,275			
Equipment	17,833		17,833			
Transfers to Other Funds	10,291		10,291			
TOTAL EXPENDITURES	300,537		300,537			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

RALPH L. BEAN, PE, CHAIRMAN
DANIEL WEBSTER, JR., Secretary

Central Office: Terminal Building, Augusta State Airport *Telephone:* 289-3236
Mail Address: Statehouse Sta. #92, Augusta, Maine 04333

Established: 1935 *Sunset Termination Scheduled to Start by:* June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 322; *Citation:* 32 M.R.S.A., Sect. 1301

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistent with State laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION: The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers and one representative of the public, appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman, vice-chairman and a secretary. The latter may or may not be a member of the Board.

PROGRAM: During FY 1988, a total of 350 applications for registration as Professional Engineer were received by the Board. Certificates of Registration were granted to 325 applicants. Of the 325 registered during FY 88, 109 qualified by written examination, 207 by comity with other jurisdictions, and 9 by oral examination. As of June 30, 1988, a total of 3,987 engineers were registered for the two-year period ending December 31, 1989.

During the fiscal year, 159 applications for certification as an Engineer-in-Training were received. Engineer-in-Training Certificates were granted to 106 applicants.

The Board maintains membership in the National Council of Engineering Examiners (NCEE). Members fully participate in the activities of the Council. Several serve on Council Committees and in some cases serve as chairman of a committee. Individual members of the Board also maintain membership in the several state and national engineering societies. These efforts help in keeping abreast of the activities of the engineering profession.

The Board used the Uniform Written Examination as provided by the NCEE for both the Fundamental (EIT) and the Principles and Practice (PE) examinations. These examinations are made available to the State Boards that desire to use them and are graded and returned by the NCEE at cost. Boards of all 50 states, the District of Columbia and 4 territorial jurisdictions use the NCEE examinations. This is an aid in attaining better uniformity in conducting comity among the several state boards.

Two periods of written examinations are given each year by the Board, in the fall and in the spring. Fall examinations were given at Augusta on October 28, 1987 for 74 professional engineer candidates and on October 31, 1987 for 24 engineer-in-training candidates. Also, on October 31, 1987, 34 engineer-in-training candidates took examinations at Orono. Of these, 39 passed the PE exam and 36 passed the EIT exams.

The spring examinations were also given at Augusta and Orono. On April 15, 1988, 101 professional engineer candidates took the PE exam covering the 4 major disciplines of engineering (Chemical, Civil, Electrical and Mechanical) at Augusta. Also, on April 16, 1988, 137 engineer-in-training candidates took the EIT exam—31 at Augusta and 106 at Orono. Of these, 52 passed the PE exam and 85 passed the EIT exam.

The Board invited 9 applicants to appear for oral interviews, and 9 were granted registration as Professional Engineers.

The Board held 5 meetings during FY 88. These were held September 24, 1987, and January 7, February 25, March 15, and June 16, 1988.

LICENSES, PERMITS, ETC.:

Registration:
- Professional Engineer
- Engineer-in-Training

PUBLICATIONS:

"Forty-eighth Annual Report With Roster of Professional Engineers" as of January 1, 1988 (free)

"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers" (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,828		2,828			
Computer Services—State	398		398			
Other Contractual Service	38,578		38,578			
Rents	2,232		2,232			
Commodities	322		322			
Transfers to Other Funds	3,151		3,151			
TOTAL EXPENDITURES	47,509		47,509			

STATE BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS

ROBERT SEYMOUR, CHAIRMAN
KELLY B. WEBSTER, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 333; *Citation:* 32 M.R.S.A., Sect. 5004
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the State Board of Licensure for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by licensing professional foresters, and has the power to revoke or suspend the license of a professional forester for cause.

ORGANIZATION: The Board consists of 5 licensed professional foresters and one public member who is appointed by the Governor. Since the Board was established in 1975, the initial Board members have been appointed for terms of 1,2,3,4, and 5 years respectively and the initial public member has been appointed for a term of 5 years. Upon expiration of the term of any initial board member, the Governor appoints members for a 5-year term. Each board member holds office until the expiration of the term or until such member's successor is appointed and qualified.

Each year the board elects a chairman, a vice-chairman, and executive secretary. A quorum consists of at least 4 members and all business that requires a vote must be approved by a majority vote of the entire board. Regular meetings are called by the chairman and special meetings can be called by the Board itself.

PROGRAM: In FY 1988, 46 new applicants applied for licensure as Professional Foresters. At the end of the fiscal year there were 885 professional foresters licensed.

One complaint was processed by the Board during FY 88.

LICENSES, PERMITS, ETC.:

License:

Licensed Professional Forester

PUBLICATIONS: (Upon Request)

Laws and Rules of the Maine State Board of Licensure for Professional Foresters.

Listing of all Licensed Professional Foresters-Names, Addresses, and License Numbers.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	7,500		7,500			
Rents	200		200			
Commodities	150		150			
Transfers to Other Funds	27		27			
TOTAL EXPENDITURES	7,877		7,877			

STATE BOARD OF FUNERAL SERVICE

DOMINICK SUSI, CHAIRMAN
KAREN BOSSIE, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1903 *Sunset Termination Scheduled to Start By:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 331; *Citation:* 32 M.R.S.A., Sect. 1451
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Funeral Service was established to protect the public through regulation of the practice of funeral service in the State of Maine. The primary responsibilities of the Board are to examine and license qualified applicants for a license to practice funeral service; to inspect funeral establishments; and to revoke or refuse to renew any license after proper notice and hearing.

ORGANIZATION: The State Board of Funeral Services consists of 7 members, 6 of whom are persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years experience as an embalmer or funeral director in this State immediately preceding their appointment, and one of whom must be a representative of the public. Members are appointed by the Governor for terms of 4 years. In the case of vacancy by any reason, the vacancy is filled by appointment for the unexpired term, as is provided in original appointments.

The Board may adopt rules and regulations consistent with law governing the care, preparation, transportation, cremation, burial or disposition of dead human bodies, and governing funeral service, including licensing and registration of resident trainees.

PROGRAM: During FY 88 the Board met six (6) times. Areas of consideration were: apprenticeship program, complaints, funeral home inspections, and revision of the Board's Rules and Regulations.

There are currently licensed 346 practitioners, 168 funeral homes, 24 practitioner trainees, 209 funeral attendants, 1 embalmer, and 8 funeral directors.

LICENSES, PERMITS, ETC.:

- Licenses:
  - Practitioner
  - Funeral Director
  - Embalmer
- Registration:
  - Funeral Home
  - Practitioner Trainee
  - Funeral Attendant

PUBLICATIONS:

Roster of licensees (fee: at cost)
Rules and Regulations

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,461		5,461			
Health Benefits	46		46			
Retirement	827		827			
Other Contractual Service	15,345		15,345			
Rents	75		75			
Commodities	194		194			
Transfers to Other Funds	959		959			
TOTAL EXPENDITURES	22,907		22,907			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

MARY E. CASWELL, C.P.C.U., CHAIRMAN
JOSEPH A. EDWARDS, Superintendent

Central Office: Northern Ave., Gardiner, Me. 04345 *Telephone:* 582-8707
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333
Sunset Review Required by: June 30,1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 033; *Citation:* 24A M.R.S.A., Sect. 1525
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purposes of the General Lines Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

ORGANIZATION: The General Lines Agent Examination Advisory Board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the general lines insurance business and is a resident of the State. No person may be reappointed to a board for more than one 3-year term. In appointing members to the general lines advisory board, the superintendent, so far as practicable, must appoint persons with prior experience in the education and training of fire, casualty or surety insurance agents or prospective agents; and, so far as practicable, the superintendent must also constitute the board so that it at all times includes members who are experienced in the fire, casualty or surety insurance business, 2 of whom are representatives of general lines agents, one of whom is a representative of the domestic mutual insurers, other than life insurers, one of whom is the representative of other insurers authorized to do a property, casualty or surety insurance business in this State, and one of whom shall represent the public.

The board may, in addition, consult with the superintendent with respect to possible Legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The General Lines Agent Examination Board conferred as necessary during this fiscal year. Testing by Educational Testing Service is performed in three locations twice a month. Continuing evaluation by representatives of Educational Testing Service and members of the Board are periodically done to monitor and keep current that portion of each examination which relates to Maine law and to assure that the questions that are contained on the examinations administered by ETS reflect contemporary legal precepts and conditions.

LICENSES, PERMITS, ETC.:

The Board issues no licenses itself, but participates in preparation of examinations used as a basis for licensing by the Bureau of Insurance.

FINANCES, FISCAL YEAR 1988: 24A MRSA, Section 1526, provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

BARRY S. TIMSON, CHAIRMAN
PATRICIA BEAUDOIN, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: October 3, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 070; *Citation:* 32 M.R.S.A., Sect. 4907
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experienced background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates annually upon application and payment of renewal fees; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, within the Professional and Financial Regulation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. An office for the Board has been maintained at the Department of Professional and Financial Regulation.

PROGRAM: The Board held four regular meetings during FY 88 to conduct its business. Two complaints were received by the Board and are under investigation. 44 new applications were received. 8 Geologists and 6 Soil Scientists became licensed. As of June 30, 1988, 128 Geologists and 64 Soil Scientists hold valid licenses in the State.

LICENSES, PERMITS, ETC.:

- Certification:
  - Geologists
  - Soil Scientists

PUBLICATIONS:

- Roster: (at cost)
- Laws and Rules and Regulations (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC System.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	2,950		2,950			
Transfers to Other Funds	553		553			
TOTAL EXPENDITURES	3,503		3,503			

BOARD OF HEARING AID DEALERS AND FITTERS

ANNE GIROUX, CHAIRPERSON
CAROL HOLT, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 164; *Citation:* 32 M.R.S.A., Sect. 1660A
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Hearing Aid Dealers and Fitters was established to supervise the issuance of licenses; to administer examinations to qualified applicants; and to provide educational programs for licensees and/or trainees.

ORGANIZATION: The Board consists of 9 members; 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one representative of the public. Members of the Board must be residents of the State. Each hearing aid dealer and fitter on the Board must have had not less than 5 years of experience and must hold a valid license as a hearing aid dealer and fitter, as provided under this chapter.

All members of the Board are appointed by the Governor. The term of office of each member is for 3 years. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer. No member of the Board shall be reappointed to the Board for more than 3 full consecutive terms.

PROGRAM: The Board met four (4) times during fiscal year ending June 30, 1988. Nine (9) trainees were examined in October, 1987, and ten (10) in April, 1988.

LICENSES, PERMITS, ETC.:
License:
  Corporation
  Hearing Aid Dealers and Fitters
Permit:
  Trainee

PUBLICATIONS:

A register of hearing aid dealers and fitters licensed in the State of Maine. (Fee: printings are available on request—at cost.)
Rules and Regulations
Roster—at cost

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF HEARING AID DEALERS AND FITTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,000		1,000			
Other Contractual Service	7,900		7,900			
Rents	68		68			
Commodities	82		82			
Transfers to Other Funds	458		458			
TOTAL EXPENDITURES	9,508		9,508			

BUREAU OF INSURANCE

JOSEPH A. EDWARDS, SUPERINTENDENT

Central Office: Northern Ave., Gardiner, Me. 04345 *Telephone:* 582-8707
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333
Established: 1870 *Sunset Review Required by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 031; *Citation:* 24A M.R.S.A., Sect. 200
Average Count—All Positions: 56 *Legislative Count:* 1
Organizational Units:

- General Lines Agent Examination Advisory Board
- Life Agent Examination Advisory Board
- Property and Casualty Division
- Examination Division
- Consumer Services Division
- Licensing Division
- Life and Health Division
- Actuarial Division
- Legal Division
- Actuarial/Statistical Division
- Market Conduct Division

PURPOSE: To regulate all insurance companies granted a certificate of authority in Maine, to protect the public, and to license insurance agents, brokers and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations and automobile road service organizations.

The Bureau examines domestic insurers not less than once every five years to insure the soundness of the insurance company's financial position. In addition, the Bureau has certain limited responsibilities for the examination of alien insurers. The Bureau also audits the annual statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance agents, brokers, consultants and adjusters. Also, the Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms and contracts used in Maine must be filed by insurance companies for approval by the Bureau.

The Bureau is responsible for authorizing and reviewing self-insurance status for both individual and group self-insurers for workers compensation.

The Bureau may file a complaint with the Administrative Court seeking suspension or revocation of licenses in instances where insurance companies, agents, brokers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or of Title 24-A.

ORGANIZATION: In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation effective October 3, 1973.

PROGRAM: The program of this Bureau is implemented through its seven divisions.

Property and Casualty Division. This Division reviewed approximately 5,834 rate, rule and form filings, responded in writing on various matters; handled numerous telephone complaints and inquiries; cooperated with various legislative committees and special study committees in several areas, particularly workers' compensation and liability.

The Market Assistance Plan for Day Care Providers continues to provide access to insurance for many Day Care and Nursery operations.

Life and Health Division. The Life and Health Division received, during fiscal year 1987-88, 7,298 policy forms/rate filings for review; 1,130 of which required further correspondence; 454 forms/rate filings were subsequently disapproved and 6,844 approved or placed on file. This Division also processed 229 consumer written requests for information or help concerning problems of marketing or claim settlement. This Division also updated the Medicare Supplement Comparison Chart, revised the Credit Life & Health Insurance Rule, and promulgated Requirements Applicable to Preferred Providers Arrangements Rule.

Consumer Services Division. The Consumer Services Division serviced 1,462 complaints and 3,600 inquiries during the fiscal year 1987/88. One hundred ninety-seven (197) hearings were scheduled on cancellation or nonrenewal of insurance policies; 120 hearings were held with 62 of the cases decided in favor of the insured; 77 hearings were cancelled because either the insurer agreed to continue the policy in force or the insured requested cancellation of the hearing.

Licensing Division. During the fiscal year 1987/88, the Licensing Division processed licenses for 22 new companies (5 companies withdrew), 1,379 agents, 38 adjusters, 93 brokers and 10 consultants. There were 1,135 agents cancelled. The net gain for the fiscal year was 244.

There are currently 7,742 licensed agents, 359 adjusters, 1,154 brokers, 76 consultants and 735 companies. There are 14 road service organizations, 3 medical companies and 4 health maintenance organizations. There are 11,017 charged licenses on the Board.

The Bureau administered or caused to be administered 1,530 examinations for occupational licenses. Educational Testing Service performed 1,290 of these examinations on behalf of the Bureau.

Examination Division. The Examination Division completed 8 domestic insurance company examinations and 5 policy reserve valuations. Statistical reports were compiled on insurance written in the State of Maine.

Actuarial/Statistical Division. The Actuarial/Statistical Division consists of a life & health actuary, a property & casualty actuary and four statisticians. The Property & Casualty actuarial unit is responsible for technical support to the Examination Division regarding the adequacy of claims' reserves held by insurers, self-insurers and non-profit health plans. Another primary duty of this unit is to analyze and recommend rate levels respecting property and casualty rate charges.

The Life & Health actuarial unit has similar responsibilities for health insurance rate filings and recommends/evaluates reserve levels held by life and health insurers, non-profit health service organizations and health maintenance organizations.

Although statistics for rate filings and price changes in insurance costs are reported under the Property & Casualty and Life & Health divisions, the actuarial and statistical staff have major responsibilities in these areas. Additionally, data bases are maintained concerning workers' compensation claims, mandated health and substance abuse benefits, and the Maine High Risk Health Pool.

Market Conduct Division. The Market Conduct Division is only now being implemented. Major responsibilities for investigation of insurance frauds, the monitoring of marketing strategies of insurance companies and investigations of unfair trade practices will fall to this division.

LICENSES, PERMITS, ETC.:

License:
  Insurance Agents (Res. & Nonres.)
  Insurance Brokers (Res. & Nonres.)
  Insurance Adjuster (Res. & Nonres.)
  Surplus Lines Insurance Brokers
  Road Service Co. & Agents
  Insurance Consultants (Res. & Nonres.)
  Insurance Companies
  Rating Organizations
  Inter-Insurers
  Health Maintenance Organization
  Preferred Provider Organizations
Authority:
  Self-Insurer Worker's Compensation Exposure

PUBLICATIONS:

**Insurance and You.* A Guide to Better Understanding of Insurance for Residents of the State of Maine. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 7 pgs.

**Health Insurance and You.* A Guide to Better Understanding of Health Insurance Policies for Residents of the State of Maine. Jan. 1975. Maine Bureau of Insurance, Station #34, Augusta, Maine 04333. 20 pgs.

**Automobile Insurance Premium Comparison Report.* Oct. 1984. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

**A Guide to Preparing for the State of Maine Insurance General Lines Consultants Examination.* Prepared by the General Lines Insurance Advisory Board, Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. (1983 edition.) 7 pgs.

**A Guide to Preparing for the State of Maine Insurance Adjuster's Examination.* Prepared by the General Lines Insurance Advisory Board. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 24 pgs.

**Homeowners Insurance Premium Comparison Report.* Mar. 1985. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

**Medicare Supplement Insurance Comparison Chart.* 1985 Edition, Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

*Single Copies—FREE.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	938,976	48,854	890,122			
Health Benefits	54,014	2,063	51,951			
Retirement	160,633		160,633			
Other Fringe Benefits	7,031	872	6,159			
Computer Services—Comm	469		469			
Computer Services—State	733		733			
Other Contractual Service	948,791	8,523	940,268			
Rents	1,114		1,114			
Commodities	16,868	25	16,843			
Grants—Subsidies—Pensions	1,165		1,165			
Equipment	15,476		15,476			
Interest—Debt Retirement	10		10			
Transfers to Other Funds	68,752		68,752			
TOTAL EXPENDITURES	2,214,032	60,337	2,153,695			

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

ALFRED COULOMBE, CHAIRMAN
THEODORE M. STONE, Secretary

Central Office: Sherburne St., So. Gardiner, Maine *Telephone:* 582-3443
Mail Address: Statehouse Sta. #98, Augusta, Maine 04333

Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 360; *Citation:* 32 M.R.S.A., Sect. 1671

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a record of all applications for certificates as Land Surveyors; to keep a roster of the names and places of business of all registered land surveyors; to make rules and regulations, consistent with the laws of the State, as reasonably necessary for the proper performance of its duties; to conduct hearings and investigations upon receipt of complaints pertaining to land surveying; to refer cases to the Administrative Court for disciplinary actions where warranted; and to revoke the certificate of any registered land surveyor who is found guilty of fraud, deceit, gross negligence, incompetency or misconduct.

ORGANIZATION: The State Board of Registration for Land Surveyors, established in 1967, consists of five land surveyors and one public member appointed by the Governor, for terms of five years. Land Surveyor members must have been actively engaged in land surveying for at least ten years immediately preceding appointment. The Board annually elects from its membership a chairman, vice-chairman and a secretary. Legislative action transferred this Board to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The State Board of Registration for Land Surveyors meets a minimum of four times a year to evaluate and act upon applications for registration. It conducts written examinations twice a year to determine the competency of the applicants. Prerequisites to taking the examination are five years of apprenticeship and land surveying or three years apprenticeship with academic training, or three years apprenticeship with a Land Surveyor-in-Training certificate.

A Land Surveyor-in-Training examination is given twice a year. This is the first part of the Land Surveyor examination and includes the fundamentals and mathematics of surveying. It is designed for students who have completed a surveying curriculum of apprentices working with a registered Land Surveyor, in order to certify them in the first step toward registration.

During fiscal year 1988, 35 Land Surveyor applications were received and 27 were registered. The total number of registrants on June 30, 1988 was 960. Of this number, 206 are non-state residents. Land Surveyor-in-Training applications during this period were 88. A total of 50 were certified which included applications from the previous year. There are now 529 certified Land Surveyors-in-Training.

LICENSES, PERMITS, ETC.:

Land Surveyor Registration
Land Surveyor-in-Training Certificate

PUBLICATIONS:

Roster, published biennially, and distributed free to all registered Land Surveyors and others upon request.

Land Surveyor Rules and Regulations—free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	17,699		17,699			
Commodities	63		63			
Transfers to Other Funds	343		343			
TOTAL EXPENDITURES	18,105		18,105			

BOARD OF LICENSING OF AUCTIONEERS

PATRICIA J. BEAUDOIN, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: State House Sta. #35, Augusta, Maine 04333
Established: September 14, 1979 *Sunset Review Required by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 302; *Citation:* 32 M.R.S.A., Sect. 271
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Licensing of Auctioneers was created for the purpose of advising the commissioner of the Department of Professional and Financial Regulation or his designee on the administration of the laws relating to auctioneers.

ORGANIZATION: Created effective September 14, 1979, the Board of Licensing of Auctioneers is composed of 3 members, 2 of whom are auctioneers and one who is a public member. The members are appointed by the Governor and serve for initial terms of one, two and three years respectively without compensation. Members are reimbursed for actual expenses for attendance at meetings. After the expiration of the terms of the initial members, succeeding members serve for a term of 3 years. The advisory board meets at least once each year in the department offices and at other times as the commissioner deems necessary. The Board, during FY 1987, became a full licensure board.

PROGRAM: The Board received 28 new applications, and 31 auctioneers became licensed during FY 1988. As of June 30, 1988, a total of 314 auctioneers are licensed; 254 resident and 60 non-resident.

PUBLICATIONS:
- Roster (at cost)
- Laws (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF LICENSING OF AUCTIONEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	4,562		4,562			
Transfers to Other Funds	27		27			
TOTAL EXPENDITURES	4,589		4,589			

DIVISION OF LICENSING AND ENFORCEMENT

BRUCE G. DOYLE, DIRECTOR

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: July 30, 1976 *Sunset Review Required by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 041; *Citation:* 10 M.R.S.A., Sect. 8003
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: Most, if not all, Maine Occupational and Professional Licensing Boards are too small to develop, or to afford by themselves, specialized technical services, or even adequate administrative procedures. Also, because Licensing Boards meet annually and additionally when necessary, they are not in a position to supervise their employees nor to coordinate their legislative programs and to communicate effectively with their appointing authority. This division assists to do all of those things for Licensing Boards within the Department and to enable the Commissioner to meet his responsibility to see that each Licensing Board "meets its statutory and public service responsibility."

ORGANIZATION: The staff consists of a Director, 8 licensing board clerks, each of whom serves three to five boards, a Director of the Computer Services Section, one Data Control Specialist and the Executive Director of the Manufactured Housing Board. While the Computer Services Section is a part of the Division of Licensing and Enforcement it provides data and word processing services to the entire department.

PROGRAM: In addition to the Division's own employees, the Director hires, trains and supervises, sometimes subject to Board approval, 6 clerks and 12 enforcement officers who work for the larger licensing boards. The Division, in addition to providing administrative help for the Boards, assists them in matters pertaining to examinations, investigations, disciplinary actions, and enforcement. Its Computer Services Section issues all original and renewal licenses, maintains licensee rosters and registrations and issues renewal notices.

The Division conducts two registration functions, those for Itinerant Vendors and Charitable Solicitors.

Under the Itinerant Vendors Act there were 25 vendors and 151 employees registered during FY 88.

Under the Charitable Solicitations Act there were 321 charities, 237 exempt organizations, and 32 professional fund raisers.

PUBLICATIONS: Rosters of all licensees of Boards, Bureaus or Commissions are printed upon request. Lists are available in many formats and can be as brief or as complete as necessary. Enabling statutes and the Rules of all Boards within the Department are published regularly. These materials are free or available for a nominal fee.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF LICENSING AND ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	178,065		178,065			
Health Benefits	12,836		12,836			
Retirement	32,191		32,191			
Other Fringe Benefits	907		907			
Other Contractual Service	68,582		68,582			
Rents	5,716		5,716			
Commodities	10,182		10,182			
Equipment	2,881		2,881			
Interest—Debt-Retirement	113		113			
Transfers to Other Funds	20,739		20,739			
TOTAL EXPENDITURES	332,212		332,212			

STATE BOARD OF LICENSING OF DIETETIC PRACTICE

KATHRYN THOMPSON, CHAIRPERSON
LINDA DUFFY, Board Clerk

Central Office: 122 Northern Ave., Gardiner, Me. 04345 *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: September 19, 1985
Sunset Termination Scheduled to Start by: June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 344; *Citation:* 32 M.R.S.A., 9903
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board was established in Fiscal 1986 in order to recognize the professional qualifications of dietitians and dietetic technicians and to assure the availability to the public of information regarding those who hold themselves out to be dietitians and dietetic technicians.

ORGANIZATION: Under the Department of Professional and Financial Regulation, the Board of Licensing of Dietetic Practice consists of two public members, two dietitians and either another dietitian or dietetic technician. All members of the Board are appointed by the Governor.

PROGRAM: The State Board of Licensing of Dietetic Practice held 12 meetings during fiscal year 1988. Currently the Board has licensed 175 Dietitians and 105 Dietetic Technicians.

During Fiscal 1987 the 113th Legislature passed a bill, which was signed by the Governor, changing the registration function of the Board to a licensure function.

LICENSES, PERMITS, ETC.:
Licensed:
- Dietitian
- Dietetic Technician

PUBLICATIONS:
1. Register of Dietitians and Dietetic Technicians. (fee: at cost)
2. Board of Licensing of Dietetic Practice Act and Regulations.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION OF DIETETIC PRACTICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,435		1,435			
Other Contractual Service	8,789		8,789			
Commodities	131		131			
Transfers to Other Funds	43		43			
TOTAL EXPENDITURES	10,398		10,398			

LIFE AGENT EXAMINATION ADVISORY BOARD

BETTY CUSHMAN, CHAIRPERSON

Central Office: Northern Ave., Gardiner, Me. 04345 *Telephone:* 582-8707
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1970 *Sunset Review Required by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 034; *Citation:* 24A M.R.S.A., Sect. 1525

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of the Life Agent Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, and the times and places within the State where examinations shall be held.

ORGANIZATION: The board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the life insurance business, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

In appointing members to the life advisory board, the superintendent, so far as practicable, must appoint persons with prior experience in the education and training of life insurance agents or prospective agents; and so far as practicable, the superintendent shall so constitute the board that it shall at all times include one general agent or manager of a life insurance agency within this State, and one salaried home office officer or employee of a domestic life insurer.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of life insurance by licensed life agents. The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The Life Agents Examination Advisory Board met as necessary for the purpose of evaluating the results of the examinations administered by Educational Testing Service. Continuing education and legislative matters were deliberated by the Board. The Board intends to monitor examination results, and if necessary, revise the consultant exam.

FINANCES, FISCAL YEAR 1988: 24-A M.R.S.A., Section 1526, provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

BOARD OF LICENSURE OF RAILROAD PERSONNEL

VACANT, CHAIRPERSON

Central Office: Northern Ave., Gardiner, Me. 04345 *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: April 28, 1988

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 042; *Citation:* 32 M.R.S.A., Sect. 4145

Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The purpose of the Board of Licensure of Railroad Personnel is to provide for the safety of railroad workers, the general public, and property by requiring certain railroad personnel to demonstrate adequate training and competency through a licensure process.

ORGANIZATION: The Board is located in the Department of Professional & Financial Regulation. The Board will have nine members, one of whom shall be the Commissioner of Labor or the Commissioner's designee, one of whom shall be a State railroad inspector, and seven of whom shall be appointed by the Governor. Two of the members appointed shall represent railroad labor, two shall represent railroad management, and three shall be representatives of the general public.

PROGRAM: The Board expects to undertake necessary rulemaking in the period from October to December, 1988.

LICENSES, PERMITS, ETC.: The Board will issue licenses for certain railroad personnel.

FINANCES, FISCAL YEAR 1988: This unit had no expenditures in FY 88.

MANDATED BENEFITS ADVISORY COMMISSION

VACANT, CHAIRPERSON

Central Office: Northern Ave., Gardiner, Me. 04345 *Telephone:* 582-8707
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: September 29, 1987

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 503; *Citation:* 24 M.R.S.A., Sect. 2325B

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Mandated Benefits Advisory Commission is a newly created commission comprised of eleven members who are appointed by the Governor. The Superintendent of Insurance serves in an ex officio capacity but does not vote concerning deliberations of the Commission. The chairperson of the Commission is elected within the membership of the Commission.

ORGANIZATION: The Commission is charged with the following responsibilities:

- To develop a system and program of data collection to assess the impact of mandated benefits regarding, inter alia, employer costs, treatments rendered, number of providers and cost savings in the health care system.
- To serve as advisor to the Bureau of Insurance in the development of regulations regarding mandated benefits.

PROGRAM: The Commission was inactive during most of this fiscal period since the Commission members were installed into office very late in the fiscal year. The enabling legislation creating the Commission became effective September 29, 1987.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

MANUFACTURED HOUSING BOARD

THOMAS WAKEFIELD, CHAIRMAN
DAVID F. PREBLE, Executive Director

Central Office: 122 Northern Ave., Gardiner, Me. 04345 *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 385; *Citation:* 10 M.R.S.A., Sect.9003
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Manufactured Housing Board was established in December of 1977 to ensure that such housing is free from hazardous defects and that installation is performed properly. Increasing numbers of persons are turning to manufactured housing, which includes mobile and modular homes, as an affordable way to own a private home.

ORGANIZATION: The Manufactured Housing Board is comprised of seven members, all appointed by the Governor. One member must represent each of the following: professional engineers, dealers, an owner or operator of a mobile home park with 15 or fewer lots, a builder of manufactured housing, a municipal code enforcement official, and a manufactured housing owner. The term of office of the members is four years.

PROGRAM: The Board has five responsibilities: (1) the certification of all modular housing manufactured for delivery and installation in the State of Maine, (2) the licensing of dealers, mechanics, and manufacturers who engage in the business of manufacturing, selling, installing or servicing manufactured housing, (3) the investigation of any complaint of alleged violations of any licensee or regulations adopted by the Board, (4) being a State Administrative Agency to enforce the United States Department of Housing and Urban Development mobile home standard, and (5) the licensing of mobile home parks.

The Board issued six hundred six (606) seals of approval for new State-certified manufactured housing (modular). Two thousand seven hundred thirty-eight (2,738) Federal certified manufactured housing (mobile) were manufactured or shipped into the State of Maine.

The Board investigated one hundred eleven (111) complaints involving Federal certified manufactured homes under the State Administrative Agency (SAA) program.

The Board's major emphasis is the upgrading of all mobile home parks to meet the requirements of being a safe and decent place to reside.

The Board met eleven (11) times during the year.

LICENSES, PERMITS, ETC.:

Dealers
Manufacturers
Mechanics
Mobile Home Parks

PUBLICATIONS:

Manufactured Housing Act 10 M.R.S.A., Part II, Chapter 951
Regulations for Qualification as Authorized Inspection Agency
Regulation for Licensing Manufacturers, Dealers and Mechanics
Regulation for State Certification of Manufactured Housing
Regulation for Consumer Complaint Handling for Federal Certified Manufactured Housing Units.
Rules of the Department of Professional and Financial Regulation Relating to Mobile Home Parks.

All of the publications listed above are free.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANUFACTURED HOUSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	41,777		41,777			
Health Benefits	2,883		2,883			
Retirement	7,295		7,295			
Other Fringe Benefits	151		151			
Other Contractual Service	20,862		20,862			
Rents	90		90			
Commodities	464		464			
Equipment	-404		-404			
Transfers to Other Funds	2,623		2,623			
TOTAL EXPENDITURES	75,741		75,741			

BOARD OF REGISTRATION IN MEDICINE

ELIZABETH SERRAGE, M.D., CHAIRMAN
EDWARD F. BRADLEY, JR., SECRETARY-TREASURER

Central Office: 2 Bangor Street, Augusta *Telephone:* 289-3601
Mail Address: State House Sta. #137, Augusta, Maine 04333

Established: 1895 *Sunset Termination Scheduled to Start by:* June 30, 1992

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 373; *Citation:* 32 M.R.S.A., Sect. 3263

Average Count—All Positions: 4 *Legislative Count:* 0

Organizational Units:
Examiners of Podiatrists

PURPOSE: The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon documentation of certain continuing medical education requirements and payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation or censure, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

The Board is also authorized to approve training programs for physician's assistants; to determine the qualifications of, certify, register and biennially reregister physician's assistants and their supervising physicians. In addition, the Board has various responsibilities in connection with administration of the Examiners of Podiatrists.

ORGANIZATION: As established in 1895, the Board of Registration in Medicine consisted of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. Today, members are appointed by the Governor only. In 1975, the Legislature increased the Board membership to seven by authorizing the appointment of a public member. In 1983 the Board again was enlarged by two for a total of nine members. Seven members must be graduates of a legally chartered medical college or university conferring degrees in medicine, and must have been actively engaged in medical practice in Maine for a continuous period of five years preceding appointment; two members must be representatives of the public. The Board meets in July of uneven-numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November. In addition, meetings are held in January, May and September.

Two members of the Board together with appointees by the Governor constitute the Board of Examiners of Podiatrists.

To aid in the formulation of rules and regulations governing Physician Assistants/Physician Extenders, the Board has appointed a Physician Assistant Advisory Committee consisting of two Board members, representatives of the Physician Assistant profession, and licensed physicians employing and supervising physician extenders in their Maine practices.

PROGRAM:

Meetings. The Board of Registration in Medicine holds meetings every two months in order to manage the responsibilities mandated to it. In addition to three statutorily required meetings in July and November 1987 and March 1988, the Board also met in September 1987 and January and May of 1988 in public session. Board standing and special purpose committees held work sessions on four other occasions during the year. The Board was represented by a delegation at the Annual meeting of the Federation of State Medical Boards of the United States in April.

Licensure. The Board uses the nationally standardized "Federation Licensing Examination" (FLEX) as its tool for validating an applicant's basic competency for licensure to practice medicine in Maine. In addition to comprehensive written examination and oral interview, all applicants for licensure submit to an extensive background check to verify credentials and past professional experience.

During FY 88, the Board issued the following licenses by Category:

Permanent License: 192
Resident/Intern Limited: 182
Camp Physician: 81
Temporary/Locum Tenens: 93

As of June, 1988, 5,082 medical doctors hold Maine licensure in good standing. Of these, 2,135 are registered and practicing within the state. 2,947 hold Maine licenses but practice outside the state. There were 4,895 Maine licensed physicians as of June 30, 1987.

The Board has registered 172 physician assistants and nurse practitioners as "extenders" of Maine physicians under whose direct supervision they practice. This is an increase from 149 registered June, 1987.

Registration and Continuing Medical Education. Medical doctors licensed by the Board are required to reregister their license bi-annually in even-numbered years. Those registering to practice actively within Maine are required to demonstrate efforts to keep their body of professional knowledge current by earning 100 hours of Continuing Medical Education credits during each registration biennium in order to be eligible for reregistration. Reregistration for the biennium July 1, 1988 to June 30, 1990 began March, 1988 and will be completed by October, 1988.

Complaints and Investigations. The Board of Registration in Medicine is empowered to discipline licensees and registrants by suspension or revocation of practice privilege granted by board license. The Board receives complaints from the public and reports from the profession, other state and national agencies, hospital governing boards, and law enforcement agencies. The investigation of complaints is supported by the resoures of the Department of Attorney General.

During FY 88 the Board received 45 complaints from all sources. The Board revoked 2 licenses, suspended or limited 5, and found 20 not to merit action against the license. Two licenses were reinstated with limitations after previous suspensions. 21 new complaints were referred to the Department of Attorney General for investigation prior to Board action, a total fo 47 complaints remained open at year end.

Legislation. One bill affecting the Board of Registration in Medicine was introduced during the year, L.D. 1565, "An Act to Authorize the creation of the position and Salary Range of an Executive Director of the Board of Registration in Medicine" was enacted at P.L. Chapter 178.

Other Activities.

—Pursuant to Legislative mandate the Board of Registration in Medicine relocated its Administrative Offices from Winslow to Augusta in July, 1987.

—After a nationwide search and the screening of over 300 applicants, the Board employed its preferred candidate for the newly created position of Executive Director.

—Began implementation of its long-range plan to improve the efficiency of its administrative operations, data, and records management.

—Examined its existing Rules and Regulations Governing Physician Assistants/Extenders and prepared revisions which were to be presented at a Public Hearing in August, 1988.

LICENSES, PERMITS, ETC.:

License:

License to Practice Medicine and Surgery
Certificate of Reregistration
License to Practice Medicine and Surgery as a Camp Physician
License to Practice Medicine and Surgery as Locum Tenens
Temporary Educational Permit
Physician/Physician Assistant Certificate of Qualification
Physician/Physician Assistant Certificate of Registration

PUBLICATIONS:

Medical Practice Act (Free)
(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)

Compilation of Laws, Rules & Regulations Pertaining to Physician's Assistants
(Includes Sections 3270-A, B, C, of the Medical Practice Act relating to Physician's Assistants and Rules and Regulations governing supervision/delegation of medical services to physician extenders.)

Medical Directory ($20.00) (Lists all licensees through most recent reregistration period with selected demographic data. Includes reprint of applicable laws and rules and regulations.)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION IN MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	83,723		83,723			
Health Benefits	3,816		3,816			
Retirement	13,029		13,029			
Other Fringe Benefits	908		908			
Computer Services—Comm.	585		585			
Other Contractual Service	91,373		91,373			
Rents	39,407		39,407			
Commodities	3,791		3,791			
Grants—Subsidies—Pensions	50,100		50,100			
Equipment	749		749			
Transfers to Other Funds	1,381		1,381			
TOTAL EXPENDITURES	288,862		288,862			

STATE BOARD OF NURSING

BETTY B. CLARK, R.N., CHAIRMAN
JEAN C. CARON, R.N., Executive Director

Central Office: 295 Water St., Augusta *Telephone:* 289-5324
Mail Address: 295 Water St., Augusta, Maine 04330
Established: 1915 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 380; *Citation:* 32 M.R.S.A., Sect. 2151
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to approve such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw approval from such nursing educational programs for failure to meet requirements; to approve the credentials of registered nurses who have completed an educational program that prepare registered nurses to perform services in the diagnosis of illness of prescription of therapeutic or corrective measures, when those services are delegated by a licensed physician; and to approve programs of training and instruction that prepare unlicensed personnel to perform selected nursing services when such services are delegated by a registered professional nurse.

ORGANIZATION: The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

In 1985, th Board of Nursing was increased from seven to nine members, as follows: five registered professional nurses, two licensed practical nurses, and two representatives of the public. All members are appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman and a secretary. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

PROGRAM: During fiscal year 1987-88, the Board met in seven regular sessions for a total of ten days. In addition, Board members participated in committee meetings; served as proctors for licensure examinations; served as visitors on site visits to educational programs in nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

Licensure of Nurses. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered professional nurse or as a licensed practical nurse in this State may be obtained by examination or endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually, if the licensee is practicing nursing in Maine. During 1987-88, the examination for registered nurse licensure was administered on July 14-15, 1987 and February 2-3, 1988 and the examination for practical nurse licensure on October 20, 1987 and April 19, 1988.

EXAMINATION FOR REGISTERED NURSE LICENSURE
July 1, 1987 - June 30, 1988

	First Time Writers	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	339	311	28	35	23	12
Other States	24	24	0	4	2	2
Other Countries	2	1	1	1	1	0
Total	365	336	29	40	26	14

EXAMINATION FOR PRACTICAL NURSE LICENSURE
July 1, 1987 - June 30, 1988

	First Time Writers	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	125	125	0	1	0	1
Other States	3	3	0	1	1	0
Other Countries	4	0	4	2	0	2
Total	132	128	4	4	1	3

NURSES LICENSED BY ENDORSEMENT
July 1, 1987 - June 30, 1988

Registered Nurses		Licensed Practical Nurses	
From Other States	752	From Other States	146
From Other Countries:		From Other Countries:	
with examination	17	with examination	0
without examination	4	without examination	2
Total	773	Total	148

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE
July 1, 1987 - June 30, 1988

	Registered Nurses	Practical Nurses
Licensed by:		
Examination	362	129
Endorsement	773	148
Renewal	11,789	3,969
Reinstatement	447	222
Total	13,371	4,468

Nursing Education. A second major responsibility of the Board of Nursing is approval of all basic educational programs in nursing that prepare persons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Each educational program is visited on the average of once every four to six years. The criteria for approval are contained in the *Standards for Educational Programs in Nursing, 1983.*

During FY 87-88, site visits were made to four basic educational programs in nursing: Kennebec Valley Vocational Technical Institute Practical Nursing Program, Eastern Maine Vocational Technical Institute Practical Nursing Program, Northern Maine Vocational Technical Institute Associate Degree Nursing Program and Husson College/Eastern Maine Medical Center Baccalaureate Nursing Program. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing approval to the four basic programs in nursing.

Currently, Maine has eighteen Board-approved educational programs in nursing: thirteen to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follows:

Educational Programs in professional nursing are of two types, i.e., baccalaureate degree nursing programs and associate degree nursing programs. Baccalaureate degree nursing programs include the University of Southern Maine School of Nursing, Portland; St. Joseph's College Department of Nursing, North Windham; Husson College/Eastern Maine Medical Center, Bangor; and the University of Maine School of Nursing, Orono. Associate degree nursing programs include Central Maine Medical Center School of Nursing, Lewiston; the University of Maine at Augusta; the Westbrook College Department of Nursing Education, Portland; the Kennebec Valley Vocational Technical Institute ADN Program, Waterville; the Northern Maine Vocational Technical Institute ADN Program, Presque Isle; the Central Maine Vocational Technical Institute ADN Program, Auburn; the Eastern Maine Vocational Technical Institute ADN Program, Auburn; the Southern Maine Vocational Technical Institute, South Portland; and the University of New England ADN Program, Biddeford.

St. Mary's General Hospital School of Nursing, Lewiston, graduated its last class in June 1988.

Educational Programs in Practical Nursing are offered at N.M.V.T.I., E.M.V.T.I., K.V.V.T.I., C.M.V.T.I. and S.M.V.T.I.

SUMMARY OF BOARD ACTION

A brief summary of Board action in FY 87-88 follows:

—reviewed and accepted for filing the quarterly financial reports and the annual financial statement.

—received reports on renewals and reinstatements of R.N. and L.P.N. licenses during year.

—approved applications for admission to the examinations for registered nurse and practical nurse licensure.

—reviewed results of all licensure examinations and statistical reports on each series and form.

—approved the transfer from Board funds of a maximum of $50,000 for FY 88 to the Governor's Commission on Nursing Supply and Educational Accessibility.

—authorized Westbrook College to initiate a baccalaureate nursing program conjointly with Maine Medical Center.

—approved the C.M.V.T.I. Practical Nursing Program's proposal to offer a training program for nurse assistants that would provide for career mobility.

—voted to revise the admissions criteria in Chapter 10 of the Rules and Regulations to include practical nurses licensed by equivalent preparation.

—voted to establish advisory committees for the purpose of revising Chapters 5 and 8 of the Rules and Regulations.

—voted to accept, with revisions, the standardized curriculum for nurse assistants proposed by the Advisory Committee established for that purpose.

—determined that a registered nurse, whether male or female, is licensed to perform all professional nursing activities. Although the nurse practice act places no restrictions on licensed nurses based on their gender, health care facilities may choose to place limitations on the scope of practice of any of its employees.

—determined that the performance of pelvic exams, Pap smears and the collection of pelvic specimens for culture are medical functions and not within the scope of practice of registered nurses who are not nurse associates/practitioners, as defined in 32 M.R.S.A. Section 2102(2)(B).

—determined that post-operative pain management via the instillation of medications into epidural catheters is within the scope of practice of registered nurses; however, management of labor pain via the instillation of medications into epidural catheters is not within the scope of practice of registered nurses who are not certified registered nurse anesthetists.

—voted to discuss with the Department of Human Services its rules re the employment of licensed practical nurses by campgrounds, on the basis that the *Law Regulating the Practice of Nursing* mandates that licensed practical nurses function within a structured health care setting.

—reviewed twenty-eight (28) complaints of illegal or unsafe nursing practice and took the following actions: dismissed complaint (6); issued a reprimand (1); reinstated license on probation (3); placed on probation (3); denied application for termination of probation (1); denied application for licensure by endorsement (1); denied application for license renewal (1); accepted voluntary surrender of license (11); and referred for revocation of license (2).

- voted to support the sharing of the National Council of State Board of Nursing's Disciplinary Data Bank with outside agencies.
- was represented at the 1987 Delegate Assembly of the National Council of State Boards of Nursing held in Chicago.
- was represented at the 1988 annual meeting of Area IV of the National Council of State Board of Nursing held in Hartford, CT.

LICENSES, PERMITS, ETC.:

License:

Registered Professional Nurse
Licensed Practical Nurse
Temporary Authorization to Practice (Pending License Examination Results)

PUBLICATIONS: (all free)

Law Regulating the Practice of Nursing
Rules and Regulations of the Maine State Board of Nursing
Standards for Educational Programs in Nursing

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	127,352		127,352			
Health Benefits	7,755		7,755			
Retirement	22,755		22,755			
Other Fringe Benefits	876		876			
Computer Services—Comm	150		150			
Computer Services—State	11,982		11,982			
Other Contractual Service	75,048		75,048			
Rents	18,252		18,252			
Commodities	4,474		4,474			
Equipment	4,015		4,015			
Transfers to Other Funds	3,862		3,862			
TOTAL EXPENDITURES	276,521		276,521			

NURSING HOME ADMINISTRATORS LICENSING BOARD

CHARLENE KINNELLY, CHAIRMAN
DIANE BRADSTREET, Board Clerk

Central Office: 122 Northern Ave., Gardiner, Me. 04345 *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1993

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 371; *Citation:* 32 M.R.S.A., Sect. 63A

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the purpose of the Board to adopt and amend rules and regulations including, but not limited to, standards for courses of study for administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one year period.

ORGANIZATION: The State Board of Licensure of Administrators of Medical Care Facilities Other Than Hospitals was renamed and reconstituted by Chap. 233 of the Public Laws of the first session of the 112th Legislature, effective June 4, 1985. The board was transferred from the Department of Human Services to the Department of Business Regulation. The membership was reduced from 8 to 7 members. Its new statute requires that one member must be a hospital administrator with not less than 5 years active practice in the State as a hospital administrator. One member must be a registered nurse with not less than 5 years active practice in nursing homes in the State. Two members are to be representatives of the public. The three remaining members are nursing home administrators with not less than 5 years of active experience in the State.

The term of office of the members is 3 years. A member cannot be appointed for more than 3 consecutive full terms.

PROGRAM: The Board held meetings monthly throughout the year. There are oral and two written examinations given each year. Licenses are granted when all the qualifications have been met. The Board requires 24 continuing education hours every year to meet the requirements for relicensure.

The present rules require that the Continuing Education Certificates for 24 hours be attached to the administrator relicensing request. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses and reciprocity. All applications were acted on at Board meetings.

LICENSES, PERMITS, ETC.

License:
- Administrator
- Temporary Administrator

PUBLICATIONS:

Continuing Education Guidelines (free)
Rules, Regulations and Statutes Concerning the Board (free)
Listing of Board Approved Correspondence Courses (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NURSING HOME ADMINISTRATORS LICENSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,650		1,650			
Other Contractual Service	12,701		12,701			
Transfers to Other Funds	1,591		1,591			
TOTAL EXPENDITURES	15,942		15,942			

BOARD OF OCCUPATIONAL THERAPY PRACTICE

ELIZABETH SMITH, CHAIRPERSON
PATRICIA BEAUDOIN, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: April 12, 1984 *Sunset Termination Scheduled to Start by:* June 30, 1994

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 477; *Citation:* 32 M.R.S.A., Sect. 2271

PURPOSE: It is the purpose of this chapter to provide for the regulation of persons offering occupational therapy services in order to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons; to assure the highest degree of professional conduct on the part of occupational therapists and occupational therapy assistants; and to assure the availability of occupational therapy services of high quality to persons in need of those services.

ORGANIZATION: The Board consists of 5 members appointed by the Governor. The persons appointed to the board, other than the public member, must have been engaged in rendering occupational therapy services to the public, teaching or research in occupational therapy for at least 2 years immediately preceding their appointments. At least 3 board members shall be occupational therapists. The 4th member shall be either an occupational therapist or an occupational therapy assistant, if available. These members shall at all times be holders of valid licenses for the practice of occupational therapy in the State, except for the members of the first board, all of whom shall fulfill the requirements for licensure of this chapter. The remaining member shall be a representative of the public.

All members are appointed for 3 year terms, but no person may be appointed to serve more than 2 consecutive terms.

PROGRAM: The Board met 5 times during this fiscal year. A total of 275 occupational therapists and occupational therapy assistants are currently licensed.

LICENSES:

Temporary Occupational Therapist
Permanent Occupational Therapist
Temporary Occupational Therapy Assistant
Permanent Occupational Therapy Assistant

PUBLICATIONS:

Statutes, rules and regulations (free)
Occupational Therapy Practice Act and Rules and Regulations (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OCCUPATIONAL THERAPY PRACTICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	6,616		6,616			
Transfers to Other Funds	2,607		2,607			
TOTAL EXPENDITURES	9,223		9,223			

OIL AND SOLID FUEL BOARD

VACANT, CHAIRMAN
MARY ANN CAMPBELL, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 381; *Citation:* 32 M.R.S.A., Sect. 2351

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Oil and Solid Fuel Board was established to protect life and property from fire hazards in the installation of oil and solid fuel burners and related equipment and to insure competency of oil and solid fuel burner installers. The Board is authorized to prescribe minimum requirements for safety from fire in the installation of oil and solid fuel burners and related equipment; to ensure the competence of oil and solid fuel burner installers through examination; to license those qualified to hold the titles of Master Oil Burner Technician, Journeyman Technician, Apprentice Oil Technician, Master Solid Fuel Technician, or Apprentice Solid Fuel Technician; to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Oil and Solid Fuel Board, created in 1955, was originally administered by the Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Professional and Financial Regulation).

The Board consists of five members appointed by the Governor for terms of two years, the Commissioner of Public Safety or his designee, and the Commissioner of Professional and Financial Regulation, or his designee. Two members are appointed, each from a slate of three persons nominated by the Maine Oil Dealers Association. Three of the appointive members must be oil burner men who are active in the trade, one must be a representative of the solid fuel burning industry, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

By action of the Second Session of the 109th Legislature, the name of the Board was changed to the Oil and Solid Fuel Board.

PROGRAM: During FY 88, the Oil and Solid Fuel Board held 6 meetings and administered 4 licensing examinations for 464 applicants. Of those tested, 220 passed. At the end of FY 88 there were 3,538 (total) licensed: 1,618 Masters, 1,148 Journeyman and 772 Apprentices.

The Board also approves all oil or solid fuel central heating equipment before it can be sold or offered for sale in the State of Maine. During FY 88, the Board granted temporary approval to 16 applications for product approval and full approval to 5 units.

The Board compliance officers, during FY 88, conducted 695 investigations; the majority of these as a result of complaints filed with the Board. These officers also completed 112 residential inspections and 104 commercial inspections. They also investigated 18 fire sites to determine if the fires originated from the heating equipment.

LICENSES, PERMITS, ETC.:

License:
- Oilburner Technician Apprentice
- Oilburner Technician Journeyman
- Oilburner Technician Master
- Solid Fuel Apprentice
- Solid Fuel Master

PUBLICATIONS:
Approved equipment list ($5 per year)
Rules and Regulations pamphlet ($5.00)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OIL AND SOLID FUEL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	64,115		64,115			
Health Benefits	5,107		5,107			
Retirement	11,570		11,570			
Other Fringe Benefits	366		366			
Other Contractual Service	19,266		19,266			
Rents	106		106			
Commodities	402		402			
Equipment	-701		-701			
Transfers to Other Funds	6,099		6,099			
TOTAL EXPENDITURES	106,330		106,330			

STATE BOARD OF OPTOMETRY

DAVID J. SMITH, O.D., PRESIDENT
BRIAN HALLOWELL, O.D., Sec.-Treas.

Central Office: P.O. Box 254, E. Winthrop 04343 *Telephone:* 395-4545
Mail Address: P.O. Box 254, E. Winthrop, Maine 04343
Established: 1909 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 382; *Citation:* 32 M.R.S.A., Sect. 2415
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Optometry was established to protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceeding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ORGANIZATION: The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor, for terms of five years. Five of the members must be resident optometrists engaged in actual practice for a period of at least five years prior to their appointment, and one member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects from its members a president and a secretary-treasurer.

PROGRAM: The Board of Optometry held 5 meetings during FY 88 on 7/10/87, 8/12/87, 10/17/87, 12/4/87, and 3/30/88. Maine Board Examinations were scheduled for July 8 & 9, 1988. The Board issued 168 active renewals, 44 nonactive and 32 auxiliary office licenses.

LICENSES, PERMITS, ETC.

- License:
  - Optometrist
  - Diagnostic Drug License
  - Therapeutic Drug License

PUBLICATIONS:

"The Maine Optometry Law", 1984—free on request
"Rules of Practice"—free on request

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,075		1,075			
Other Contractual Service	16,629		16,629			
Rents	701		701			
Commodities	247		247			
Transfers to Other Funds	1,642		1,642			
TOTAL EXPENDITURES	20,294		20,294			

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

DONALD M. McFADDEN, D.O., CHAIRMAN
LAWRENCE M. NEWTH, D.O., Secretary/Treasurer

Central Office: 2 Bangor St., Augusta, Me. *Telephone:* 289-2480
Mail Address: State House Station #142, Augusta, Maine 04333
Established: 1919 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 383; *Citation:* 32 M.R.S.A., Sect. 2561
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Osteopathic Examination and Registration was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or revoke all licenses. Furthermore the Board makes such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary. At its annual meeting in every even year, the Board prepares and distributes these rules and regulations, and code of ethics to each licensed osteopathic physician practicing in Maine.

ORGANIZATION: The Board of Osteopathic Examination and Registration, when it was established in 1919, consisted of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. In 1976, the Legislature increased the Board to six members, all to be appointed by the Governor, five of which must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, have been actively engaged in professional practice in Maine for at least five years. The Board meets annually in June of each year. A chairman, a secretary, and a treasurer are all chosen by, and from the members of the Board.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in the June 1982 meeting to become effective January 1983. The Board, at its meeting on July 8, 1987, made plans for increasing the registration fee to increase the revenue to meet the increased expenses. Revised statutes also specify one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Re-registration fees have been increased from $25 to $100 each year, beginning January 1, 1988.

Continuing medical education requirements were increased from ten hours to fifty hours annually. The secretary's salary was increased to cope with the additional work required in reregistering applicants. Individual files have been established for each physician as an aid in processing and documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. All physicians in Maine have received a listing of acceptable courses of study which are on the lists. Occasionally, the Board has to pass judgment on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

Election of officers at the June annual meeting in Rockland, Maine: Donald McFadden, D.O., Chairman, and Lawrence Newth, D.O., Secretary for the coming year. (The Board has moved its office, as of July 1, 1988, to 2 Bangor St., Augusta, Me. Mailing address: State House Station #142, Augusta, Me. 04333.)

LICENSES, PERMITS, ETC.

License:
    To Practice, including Physician's Assistants
Certificate:
    Of Renewal, including Physician's Assistants

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,790		1,790			
Other Contractual Service	11,431		11,431			
Transfers to Other Funds	3,055		3,055			
TOTAL EXPENDITURES	16,276		16,276			

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

DENISE F. DOYON, PRESIDENT

Central Office: 122 Northern Ave., Gardiner, Maine *Telephone:* 582-8723
Mail Address: State House Station #35, Augusta, Maine 04333

Established: 1877 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 392; *Citation:* 32 M.R.S.A., Sect. 2851

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed, to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered. The Board also prosecutes all complaints against any person registered as an apothecary, received in writing and signed, for the violations of any of the requirements of the law to be performed by a registered apothecary and suspends or revokes the store license if found guilty of a violation after hearing.

ORGANIZATION: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of seven members, including five pharmacists and two public members, all serving three year terms and appointed by the Governor. A president and a secretary are elected annually by the Board from its membership.

PROGRAM: During FY 1988, the Board of Commissioners of the Profession of Pharmacy licensed 876 Pharmacists, 19 Qualified Assistants, and issued 295 Pharmacy Licenses. Reciprocity was granted to 33 Pharmacists. 14 candidates took the NABPLEX exam during FY 88. Current wholesalers registered are 128. Inactive Registered Pharmacists licensed are 72.

During FY 88 the Board underwent an exhaustive review by the Legislative Audit & Program Review Committee which resulted in successful passage of legislation placing the Board within the Department of Professional and Financial Regulation so that adequate administrative assistance can be provided the Board. This legislation also made other significant changes in the Board's operation to include:

—increasing the size of the Board's staff to handle the workload;
—clarification of the Board's obligation to notify the Attorney General's Office of all violations and to develop guidelines for identifying potential criminal activity;
—establishing statutory caps for licensure fees;
—requiring all mail order pharmacies to be licensed by the Board, and;
—lastly, authorizing the Board to continue to inspect pharmacies in state licensed facilities, but refer any related complaints to the Department of Human Services for enforcement.

The Board meets the first Tuesday of every other month at its new headquarters at 122 Northern Avenue in Gardiner, Maine, as well as other times as necessary.

LICENSES, PERMITS, ETC.

License:
- Pharmacy
- Pharmacist
- Assistant Pharmacist
- Wholesaler

PUBLICATIONS:

Laws Relating to Pharmacy Title 32, 22 and the Rules and Regulations Revised 1981—Free
Roster of Licensees (at cost)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	41,102		41,102			
Health Benefits	1,945		1,945			
Retirement	6,871		6,871			
Other Fringe Benefits	90		90			
Other Contractual Service	54,824		54,824			
Rents	650		650			
Commodities	22		22			
Transfers to Other Funds	8,733		8,733			
TOTAL EXPENDITURES	114,237		114,237			

BOARD OF EXAMINERS IN PHYSICAL THERAPY

STEVE HUBER, PT, CHAIRMAN
LINDA DUFFY, Board Clerk

Central Office: 122 Northern Ave., Gardiner, Me. 04345 *Telephone:* 582-8723
Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 393; *Citation:* 32 M.R.S.A., Sect. 3112

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: By law the primary responsibilities of the Board are to review credentials of, examine, and license qualified applicants for licensure as physical therapists or physical therapist assistants in Maine; authorize issuance of initial certificates of licensure and biennial license renewals; promulgate rules and regulations as necessary; order investigation of complaints of noncompliance with or violation of the law governing the practice of physical therapy or rules adopted by the Board; conduct hearings and take disciplinary action as required or report its findings to the Administrative Court for prosecution; and to establish reasonable fees for the conduct of its business.

ORGANIZATION: Under the Department of Professional and Financial Regulation, the Board of Examiners in Physical Therapy consists of two physical therapists, one physical therapist assistant, one public member and one physican. The Board quorum is three members. Each member is appointed by the Governor and serves a four-year term of office. The Board elects a chairman and a secretary for a two-year term. A Board member may not serve more than two consecutive terms.

PROGRAM: The Board held 2 meetings in Fiscal Year 1988.

Examinations: The licensing examinations utilized by the Board are the nationally accepted examinations for the physical therapist and physical therapist assistant developed by the Professional Examination Service in cooperation with the American Physical Therapy Association.

Examinations were conducted by the Board on November 3, 1986, July 1, 1986, and January 9, 1987. Twenty-two (22) candidates were examined for licensure as physical therapists. Four (4) candidates were examined for licensure as physical therapist assistants.

Licensure: A total of 69 physical therapists were licensed during Fiscal Year 1988, and 5 physical therapist assistants.

As of June 17, 1988, Board records show 595 physical therapists and 78 assistants licensed in the State of Maine.

LICENSES, PERMITS, ETC.:

License:

Physical Therapist

Physical Therapist Assistant

PUBLICATIONS:

1. Register of physical therapists and physical therapist assistants licensed in the State of Maine. (fee: Printings available on request at cost)
2. Physical Therapist Practice Act and Rules and Regulations. (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS IN PHYSICAL THERAPY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	100		100			
Other Contractual Service	9,496		9,496			
Transfers to Other Funds	60		60			
TOTAL EXPENDITURES	9,656		9,656			

MAINE STATE PILOTAGE COMMISSION

ARTHUR FOURNIER, CHAIRPERSON

KELLY B. WEBSTER, Commission Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 387; *Citation:* 38 M.R.S.A., Sect. 89

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Pilotage Commission was established to provide a system of state pilotage devoted to the preservation and protection of lives, property, and vessels entering or leaving specified waters. The primary responsibilities of the Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person applying to act as a pilot in the waters of Seguin Island to Bath, Penobscot Bay, Penobscot River, Frenchman's Bay, Eastport Harbor, Cobscook Bay, Penamquan River and Friar Roads; to issue and renew licenses, upon payment of specified fees, and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots as are necessary to permit adequate pilotage in the above areas; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

The 113th Legislature passed a law changing the Maine State Pilotage Commission's jurisdiction. The jurisdiction now includes all Maine coastal waters and navigable waters with the exception of the Piscataqua River, those waters specifically exempted by the Maine State Pilotage Commission and Portland Harbor.

ORGANIZATION: The Maine State Pilotage Commission (September 1985) (formerly The Penobscot Bay and River Pilotage Commission, created in 1969), consists of five members appointed by the Governor, for terms of three years. Three shall be licensed pilots representing Penobscot Bay and River, Bar Harbor-Eastport and Bath; one shall represent the marine industry interests; and one, with a marine background, shall represent the public. Legislative action attached this Commission to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The Commission held 1 meeting. One new license was issued.

LICENSES, PERMITS, ETC.:
Licenses:
Licensed Pilot

PUBLICATIONS:
Roster of licensees (fee: printings available on request at cost)
Rules and Regulations

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE PILOTAGE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	1,002		1,002			
Transfers to Other Funds	2,040		2,040			
TOTAL EXPENDITURES	3,042		3,042			

PLUMBERS' EXAMINING BOARD

PETER DUFOUR, CHAIRMAN
PHYLLIS MAE VIOLETTE, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta.#35, Augusta, Maine 04333
Established: 1937 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 395; *Citation:* 32 M.R.S.A., Sect. 3401
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: To preserve and protect the health of the people of the State of Maine by insuring the existence of adequate and high quality plumbing installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the Legislature; and to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Plumbers Examining Board consists of three members appointed by the Governor; one master plumber, one journeyman plumber and one consumer. Exams are given at least three times a year. The Board meets at least once a year and whenever necessary to conduct the business of the Board. Six meetings were held during this fiscal year. Legislative action transferred this Board from the Department of Human Services to the Department of Business Regulation (renamed the Department of Professional and Financial Regulation) July 1, 1982.

PROGRAM: During FY 87/88 three examinations were held for Journeyman and Master Plumbers. A total of 536 individuals were examined; 274 passed. During the year 721 new licenses were issued; 364 Trainee Plumbers, 176 Journeyman Plumbers, 144 Master Plumbers, 2 Corporations, and 35 Journeyman-in-training.

Since reciprocity became effective on August 1, 1984, we have a total of 279 reciprocal licenses with the State of New Hampshire, 217 Master Plumbers, 7 Corporations, and 55 Journeyman Plumbers.

At present there is a total of 47 Corporations, 80 Journeyman-in-training, 902 Journeymen, 1,796 Master Plumbers and 870 Trainee Plumbers. We are in the process of renewing Journeymen and Trainee plumbers.

During the fiscal year the State Plumbing Inspector made 641 inspections, 2,915 license checks, 71 investigations, disposed of 2,232 complaints, received restitution for 54 cases, 11 court cases: five cases won with fines received and six cases waiting arraignment, and conducted 12 seminars throughout the state.

LICENSES, PERMITS, ETC.:

License:	Registration:
Corporation	Trainee Plumber
Journeyman	
Master	

PUBLICATIONS:

List of licensed Master and Journeyman Plumbers can be purchased through the Central Licensing Division, Department of Professional and Financial Regulation for a slight fee, depending on type of list requested.

Rules ($5.00).

Maine State Plumbing Code (cost $5.00, purchased through Plumbers Examining Board, Department of Professional and Financial Regulation for the purpose of taking the Plumbers Exam or for Plumbers in general. *Anyone else can purchase a code from the Division of Health Engineering, Department of Human Services* for a fee.)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PLUMBERS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	52,205		52,205			
Health Benefits	4,059		4,059			
Retirement	9,233		9,233			
Other Fringe Benefits	284		284			
Other Contractual Service	27,292		27,292			
Rents	200		200			
Commodities	2,609		2,609			
Equipment	885		885			
Transfers to Other Funds	920		920			
TOTAL EXPENDITURES	97,687		97,687			

EXAMINERS OF PODIATRISTS

JAMES N. WHIPPLE, D.P.M., CHAIRMAN
EDWARD BRADLEY, ESQ., Secretary

Central Office: 2 Bangor Street, Augusta *Telephone:* 289-3601
Mail Address: State House Sta. #137, Augusta, Maine 04333
Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 396; *Citation:* 32 M.R.S.A., Sect. 3601
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Examiners of Podiatrists were established to protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards. The Examiners are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to license, and renew licensure biennially upon documentation of continuing education activities and payment of specified fees, to maintain a roster of licensed podiatrists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to podiatry; and to file complaints in the Administrative Court for suspension or revocation of a License to Practice Podiatry.

ORGANIZATION: The Examiners of Podiatrists, established in 1933, are affiliated with the Board of Registration in Medicine. The Examiners include two members of the Board of Registration in Medicine, two podiatrists and a representative of the public appointed by the Governor, for terms of four years. The secretary-treasurer of the Board of Registration in Medicine also serves as secretary-treasurer of the Examiners.

PROGRAM: The Board met in July and December, 1987, and in March, 1988, as required by statute.

Eleven applicants were granted licensure to practice podiatric medicine and surgery during the year. At June 30, 1988, there were 78 licensees registered with the Board. This is an increase of 15 over the 63 registrants who applied for reregistration on June 30, 1987.

The Board received three complaints from the public in the year. One was referred to the Department of Attorney General for investigation and advice to the Board, one was determined to be on a matter outside the Board's power to regulate, and one was found not to merit discipline of the licensee based on the facts found through the Board's investigation.

The Board began a study of its existing Rules and Regulations to insure their current applicability. The study is ongoing at year-end.

LICENSES, PERMITS, ETC.

License:

License to Practice Podiatric Medicine and Surgery

PUBLICATIONS:

Podiatric Practice Act, Board Rules and Regulations and Roster of Licensees (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXAMINERS OF PODIATRISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	275		275			
Other Contractual Service	2,383		2,383			
Commodities	34		34			
TOTAL EXPENDITURES	2,692		2,692			

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

BRIAN RINES, CHAIRPERSON
LINDA DUFFY, Board Clerk

Central Office: 122 Northern Ave., Gardiner, Me. 04345 *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1988
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 415; *Citation:* 32 M.R.S.A., Sect. 3821
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing, administers examinations, both written and oral, and determines those to be licensed. The Board conducts hearings and takes disciplinary action as mandated by statute.

ORGANIZATION: The State Board of Examiners of Psychologists is composed of nine members, 6 psychologists, 1 psychological examiner and 2 public members. Members of the Board are appointed by the Governor for a term of 3 years. The members elect a chairman and secretary yearly.

PROGRAM: The Board held 15 meetings. It conducted 41 oral exams. There are 397 licensees. A total of 22 psychologists and 11 psychological examiners took the written exam.

LICENSES, PERMITS, ETC:
- License:
  - Psychologist—321
  - Psychological Examiner—86

PUBLICATIONS:
- Roster of licensees (fee: determined by computer division at cost)
- Rules and Regulations (free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,045		4,045			
Other Contractual Service	26,965		26,965			
Commodities	255		255			
Transfers to Other Funds	13		13			
TOTAL EXPENDITURES	31,278		31,278			

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

SALLY DOE., R.T.R., CHAIRPERSON
KELLY B. WEBSTER, Executive Secretary

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Station #35, Augusta, Maine 04333
Established: 1983 *Sunset Termination Starting by:* 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 465; *Citation:* 32 M.R.S.A., Sect. 9853
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Radiologic Technology Board of Examiners was established to protect the public from the effects of excessive and improper exposure to ionizing radiation. The primary responsibilities of the Board are to examine and license radiographers, nuclear medicine technologists, and radiation therapy technologists upon payment of specified fees; to renew all licenses biennially upon payment of specified fees; to investigate all complaints and all cases of non-compliance with the law relating to licensing; to make and adopt such rules consistent with the law; and to hold regular meetings at least once per year to conduct its business.

ORGANIZATION: The Radiologic Technology Board of Examiners, established in 1983, consists of 12 members: 2 radiologists; 3 radiographers; one nuclear medicine technologist; one radiation therapy technologist; one radiation physicist; 2 licensed practitioners who are not radiologists; one representative of the Department of Professional and Financial Regulation who shall be the executive secretary and nonvoting member; and one public member who shall not be affiliated with the medical or any allied health profession.

PROGRAM: The Radiologic Technology Board of Examiners promulgated its rules on September 1, 1984. These rules outlined the examination and licensing requirements for radiologic technologists who applied ionizing radiation to human beings. Meetings were held 8 times during the period July 1, 1987 to June 30, 1988. Site visits, through contract, are made periodically to verify technologist licensing requirements.

LICENSES, PERMITS, ETC.

License:

To use radioactive materials or equipment emitting ionizing radiation on human beings for diagnostic or therapeutic purposes. Each full license is valid for a 2 year period.

PUBLICATIONS:

90-465 CMR 1 "Medical Radiation Technology Licensing Rules" — no charge.
90-465 CMR 2 "Educational Requirements for Limited Licensure"—no charge.
Roster—at cost.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	8,880		8,880			
Transfers to Other Funds	1,058		1,058			
TOTAL EXPENDITURES	9,938		9,938			

REAL ESTATE COMMISSION

HOGART F. HARNDEN, CHAIRMAN
PAUL A. SAWYER, Director

Central Office: Gardiner Annex, Northern Ave., Gardiner *Telephone:* 582-8727
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: March 25, 1937 *Sunset Termination Scheduled to Start by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 039; *Citation:* 32 M.R.S.A., Sect. 4051A

Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The Commission is charged with supervising real estate licensees in a manner to insure that they meet standards of conduct which will promote public understanding and confidence in the business of real estate brokerage. Primary responsibilities of the Commission are to license qualified applicants as real estate agencies, real estate brokers, real estate associate brokers, timeshare agents, home service contract companies and home service sales agents; to investigate alleged violations of the law; impose sanctions; prescribe curricula and standards for real estate educational programs and the Commission is authorized to defray the cost of an educational course for licensees and/or the public.

ORGANIZATION: The Real Estate Commission, originally created in 1937, was reorganized pursuant to P.L. 1983, c. 171 effective in September of 1983. The Commission now includes four members whose vocation for at least five years prior to appointment has been that of a real estate broker or associate broker; and one public member with no professional or financial connection with the real estate business. Members are appointed by the Governor, subject to confirmation by the Senate, for three year terms and not more than one member from any one county may serve simultaneously. The members of the Commission are responsible for policy and rulemaking and serve as an adjudicatory panel hearing complaints filed by the director against licensees and to hear appeals of administrative decisions rendered by the director. The director is appointed by the Commissioner of the Department of Professional and Financial Regulation with the advice of the Real Estate Commission. The director is responsible for management of the Commission's affairs within guidelines adopted by the Commission and for carrying out duties allocated to the director by law.

PROGRAM: Twenty (20) meetings of the Commission were held, including fifteen (15) adjudicatory hearings. On January 1, 1988 the new statute was enacted. Included in the statute was a transitional provision which provided that all license applications were to be processed according to the former statute for a period of six (6) months ending on July 1, 1988. As a result of the new statute the Commission adopted new rules and regulations establishing guidelines for adjudicatory hearings, investigations, brokerage practices, license qualifications, fees, education and the designated broker's responsibility to supervise employees. In conjunction with the Commission's newly adopted rules requiring licensee's to provide written disclosures to consumers regarding private water supplies, insulation, waste disposal systems, and hazardous materials, the Commission has prepared and distributed a consumer informational booklet. The Commission also prepared and distributed to all licensees a newsletter on a quarterly basis.

Enforcement. This part of the program is designed to promote compliance with licensing laws and to encourage resolution of consumer complaints filed against real estate licensees. Two hundred and sixty-eight (268) cases were under investigation during the year, one hundred twenty-seven (127) of which were closed. Because of its enforcement process, the Commission was able to influence resolution of complaints resulting in financial benefits to consumers totaling $31,681.00. In addition, the following penalties were imposed through consent agreements or by Commission order: Three (3) licenses were revoked, four (4) licenses were suspended, twelve (12) licenses were denied and $42,936.50 in fines were imposed.

Licensing. This part of the program includes processing of applications, licensing and administration of license examinations. The following is a breakdown of applications processed:

Real Estate Licensees		
Record modification applications	11,986	
Renewal license applications	2,912	
License examination applications	7,267	
New license applications	4,445	
Total applications processed		26,610

On June 30, 1988, the following licenses were in effect:

Real Estate Agencies		
Individual Proprietors	1,771	
Corporations	488	
Branch Offices	223	
Partnerships/Associations	51	
Total Agencies		2,533
Active Licenses		
Brokers	3,881	
Associate Real Estate Brokers	3,628	
Timeshare Agents	14	
Total Active Licensees		7,523
Inactive Licenses		
Real Estate Brokers	85	
Real Estate Associate Brokers	2,583	
Total Inactive Licenses		2,668
Home Service Contracts		
Sales Agents	54	
Companies	3	
Total Home Service		57
TOTAL ALL LICENSES		12,781

License examinations were administered fifty-two (52) times at the Augusta State Armory to five thousand nine hundred and twenty-eight (5,928) examinees and two (2) examinations were administered at the University of Maine at Presque Isle to forty (40) examinees.

Education and Examinations. This part of the program includes dissemination of information to encourage compliance with licensing laws, prescribing curriculum for the sales agent course, associate broker course and designated broker course, approving courses for continuing education and maintaining a valid bank of license examination questions. During the year the Commission continued its program of allowing course instructors the opportunity to review the license examination bank. Also, during the year the Education Director developed a new exam pool in conjunction with the changes in licensing qualifications as set by statute. The Commission also prepared and distributed a licensing handbook to assist applicants for examination and/or licensing.

LICENSES, PERMITS, ETC.:

License:
- Real Estate Agency
- Real Estate Broker
- Real Estate Associate Broker
- Branch Office
- Time Share Agent
- Home Service Contract Company
- Home Service Contract Sales Agent
- Home Service Contract Sales Associate

PUBLICATIONS:

Real Estate Licensing Law and Rules—Free
Catalog of Continuing Education Programs—Free
Buyer/Seller Informational Booklet—Free
Real Estate Licensing Handbook—Free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	210,858		210,858			
Health Benefits	13,715		13,715			
Retirement	38,890		38,890			
Other Fringe Benefits	1,737		1,737			
Other Contractual Service	128,264		128,264			
Rents	3,173		3,173			
Commodities	10,751		10,751			
Equipment	22,710		22,710			
Interest—Debt Retirement	198		198			
Transfers to Other Funds	17,892		17,892			
TOTAL EXPENDITURES	448,188		448,188			

BOARD OF RESPIRATORY CARE PRACTITIONERS

DAVID BOYER, CHAIRMAN
KAREN BOSSIE, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: September 19, 1985
Sunset Termination Scheduled to Start by: June 30, 1995
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 343; *Citation:* 32 M.R.S.A., 9703
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Under the Department of Professional and Financial Regulation, the Board of Respiratory Care Practitioners exists to safeguard the public health, safety and welfare by protecting the public from incompetent and unauthorized conduct on the part of respiratory care practitioners.

ORGANIZATION: Operating in conjunction with the Department's Division of Licensing and Enforcement, the Board of Respiratory Care Practitioners consists of three respiratory care practitioners and two public members all appointed by the Governor. The Board meets at least once a year and at other times as needed.

PROGRAM: The Board met eleven (11) times during FY 88. The total number of licensees to date is: 139 respiratory therapists; 190 respiratory care technicians; and 17 temporary respiratory care technicians (graduates).

The Board recently began implementing its continuing education procedure. Areas of consideration to the Board were complaints, continuing education, new legislation, and correspondence.

LICENSES, PERMITS, ETC.:

Temporary Technician (graduate)
Permanent Respiratory Therapist
Permanent Respiratory Care Technician

PUBLICATIONS:

1. Register of Respiratory Therapists and Respiratory Care Technicians licensed in the State of Maine (nominal fee)
2. Respiratory Care Practitioners Practice Act and Regulations

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF RESPIRATORY CARE PRACTITIONERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	980		980			
Other Contractual Service	8,800		8,800			
Commodities	61		61			
Transfers to Other Funds	39		39			
TOTAL EXPENDITURES	9,880		9,880			

STATE BOARD OF SOCIAL WORKER LICENSURE

MYRNA LEWIN, CHAIRPERSON
PATRICIA BEAUDOIN, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30,1989
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 416; *Citation:* 32 M.R.S.A., Sect. 7026
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The major goal of the State Board of Social Worker Licensure is to ensure high standards of practice for the protection of consumers of social work services in Maine by the licensing of persons providing such services. The Board's functions and responsibilities are to process applications and to administer examinations for social workers applying for licensure as licensed social workers, licensed master social workers and licensed clinical social workers; to provide an avenue of redress for those persons who have availed themselves of the services of such social workers and who feel themselves to have been treated unprofessionally or detrimentally; and to hold hearings relative to such complaints and withdraw the license if deemed appropriate.

Effective July 16, 1986, by legislative mandate, social workers must be licensed in Maine. The law allows for persons who are employed in positions in which they represent themselves to the public as social workers or they call themselves social workers to apply for licensure without examination as a licensed social worker up until the deadline of July 1, 1987.

The July 1st deadline was extended to February 1, 1988 to accommodate 500 to 600 state employees. State agencies were confused regarding the applicability of the law to state employed social workers who are subject to state licensing.

Last year the regulatory activities of the Board were reviewed which resulted in legislative changes.

ORGANIZATION: The Board was created in 1969. There are 7 members appointed by the Governor, including two consumer members. Terms of office are for three years and all members hold office until their successors are appointed and qualified.

PROGRAM: Examinations were given in October and April during FY 1988. A total of 120 exams were administered. The total number of licensees is 2,531.

LICENSES, PERMITS, ETC.:

Licensed Social Worker
Licensed Master Social Worker
Licensed Clinical Social Worker

PUBLICATIONS:

Roster—publishing fee

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SOCIAL WORKER LICENSURE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,407		12,407			
Health Benefits	965		965			
Retirement	2,249		2,249			
Other Fringe Benefits	83		83			
Other Contractual Service	27,532		27,532			
Commodities	296		296			
Transfers to Other Funds	3,442		3,442			
TOTAL EXPENDITURES	46,974		46,974			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

VACANT, CHAIRPERSON
CAROL HOLT, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta.#35, Augusta, Maine 04333

Established: 1976 *Sunset Termination Scheduled to Start by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 296; *Citation:* 32 M.R.S.A., Sect. 6010

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state. The Board provides regulatory authority over persons offering speech pathology and audiology services to the public.

ORGANIZATION: The Board of Examiners on Speech Pathology and Audiology is composed of 7 members who are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology, and 2 are appointed from the public.

Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary

PROGRAM: The Board met ten (10) times during Fiscal 1988.

Current licenses: 203 permanent speech pathologists, 32 permanent audiologists and 4 permanent speech pathologist/audiologists.

LICENSES, PERMITS, ETC.:

Speech Pathology
Speech Pathology, temporary
Audiology
Audiology, temporary
Speech Pathology and Audiology
Speech Pathology and Audiology, temporary
Speech Pathology Aide Registration

PUBLICATIONS:

Law and the Rules and Regulations of the Maine Board of Examiners in Speech Pathology and Audiology are available.

Roster—Publishing fee.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,525		1,525			
Other Contractual Service	8,880		8,880			
Transfers to Other Funds	630		630			
TOTAL EXPENDITURES	11,035		11,035			

STATE BOARD OF SUBSTANCE ABUSE COUNSELORS

CLIFTON LEWIS, CHAIRMAN
DIANE BRADSTREET, Board Clerk

Central Office: 122 Northern Ave., Gardiner, Me. 04345 *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 384; *Citation:* 32 M.R.S.A., Sect. 6201
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Substance Abuse Counselors was established to assess and improve the competence of, and provide (non-compulsory) registration for persons working as alcohol abuse or drug abuse counselors in Maine.

ORGANIZATION: The State Board of Substance Abuse Counselors, created in 1977 and constituted in 1978, is comprised of nine members appointed by the Governor, for terms of three years; 7 members are registered substance abuse counselors, 2 members are non-providers, one of whom is a consumer.

PROGRAM: The Board met 14 times during FY 1988 primarily for the purpose of orally reviewing applicants for licensure as Substance Abuse Counselors.

The Board of Examiners gives written examinations twice a year. All applicants are granted an oral review and may be granted a license as either an Associate Substance Abuse Counselor or as a Licensed Substance Abuse Counselor.

There are: 179—Licensed Substance Abuse Counselors
1—Associate Substance Abuse Counselor
168—Registered Substance Abuse Counselors—No examination required for this license.

LICENSES, PERMITS, ETC.:
Registered Substance Abuse Counselor
Licensed Substance Abuse Counselor
Associate Substance Abuse Counselor

PUBLICATIONS:
Application Manual for Substance Abuse Counselors
Registration (including bibliography). FREE

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SUBSTANCE ABUSE COUNSELORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	7,671		7,671			
Transfers to Other Funds	11		11			
TOTAL EXPENDITURES	7,682		7,682			

THERAPEUTIC PHARMACEUTICAL MONITORING PANEL

SENATOR CAROL M. ALLEN, CHAIRPERSON

Central Office: Capitol Building, Augusta *Telephone:* 622-3185
Mail Address: Statehouse Sta. #2, Augusta, Maine 04333
Established: July 1, 1987 *Sunset Termination Scheduled to Start by:* May 15,1990
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 504; *Citation:* 32 M.R.S.A., Sect. 2428
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Therapeutic Pharmaceutical Monitoring Panel was established to collect data concerning side effects, ineffective drugs and drug misuse as they apply to the services of optometrists and ophthalmologists.

ORGANIZATION: The Panel is comprised of 5 members to be appointed as follows: one licensed optometrist; one licensed ophthalmologist; one member of the State Senate; one member of the House of Representatives; and, lastly, a licensed physician with a specialty in internal medicine.

The panel may employ and prescribe the duties of other personnel as the panel deems necessary.

PROGRAM: The panel prepares reports to be submitted to the Governor, the President of the Senate, the Speaker of the House, the State Board of Optometry and the State Board of Registration in Medicine. The reports shall summarize the findings of the panel regarding the use of therapeutic pharmaceutical agents and shall be signed by all members of the panel. Reports are to be submitted on the following dates: June 30, 1988; January 30, 1989; and January 30, 1990.

As of June, 1988, the Board has drafted and sent letters of inquiry to both physicians and ophthalmologists requesting information on either drug side effects or drug abuse.

All expenses of the Panel are to be paid for by the state Board of Optometry and the State Board of Registration in Medicine on an equal basis.

The law shall be repealed on May 15, 1990.

FINANCES, FISCAL YEAR 1988: This unit had no expenditures in FY 88.

STATE BOARD OF VETERINARY MEDICINE

CHARLES GAUGER, DVM, CHAIRMAN
ALLAN R. COREY, DVM, Secretary
KAREN BOSSIE, Board Clerk

Central Office: 122 Northern Ave., Gardiner *Telephone:* 582-8723
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: February 22, 1905 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 285; *Citation:* 32 M.R.S.A., Sect. 4854
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Veterinary Medicine was established to protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine in order to maintain high professional standards. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration to licensed veterinarians; to administer State Board examinations to qualified animal medical technicians and issue certificates of registration; to issue yearly renewal registration to registered animal medical technicians; to investigate written complaints brought before the Board; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; to answer correspondence and maintain financial records; to issue and set fees for annual registration of all veterinarians holding a Maine Veterinary license; and to issue and set fees for Animal Medical Technicians.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October 1973 when legislation assigned the Board to the Department of Agriculture. The 112th Legislature transferred the Board in September of 1986 to the Department of Professional and Financial Regulation.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years. The 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

PROGRAM: The Board met six times during FY 88 and conducted two state examination sessions for veterinary applicants. Of the 49 applicants who sat for the examination, 39 passed. The Board also conducted one National Examination for animal technician applicants. Of the

29 who sat for the examination, 22 passed. The Board also responded to complaints, correspondence and questionnaires.

LICENSES, PERMITS, ETC.:

- Registration:
  - Animal Medical Technicians
- License:
  - Veterinarians

PUBLICATIONS:

- Laws and Regulations relating to Maine Veterinary Practice—(free)
- List of Licensed Veterinarians and Registered Animal Technicians—(nominal fee)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF VETERINARY MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,200		2,200			
Other Contractual Service	7,366		7,366			
Rents	235		235			
Commodities	66		66			
Transfers to Other Funds	2,014		2,014			
TOTAL EXPENDITURES	11,881		11,881			

STATE BOARD OF PROPERTY TAX REVIEW

ROBERT E. MILLER, CHAIRMAN
FRANK M. DRIGOTAS, VICE-CHAIRMAN

Central Office: 179 Mt. Vernon Ave., Augusta *Telephone:* 623-4158
Mail Address: Statehouse Sta. #87, Augusta, Maine 04330
Established: July 1, 1986 *Sunset Termination Starting by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 391; *Citation:* 36 MRSA, Sect. 271
Legislative Count: 1

PURPOSE: The Board has been established to hear and determine tax abatement appeals arising under (1) the tree tax law (36 MRSA 571 et seq), (2) the farm and open space law (36 MRSA 1101 et seq), and (3) as provided in 36 MRSA 272, 843, 844 & 2865.

ORGANIZATION: The Board is established under 5 MRSA 12004 and consists of 15 members appointed by the Governor. Except for appointments made at the formulation of the board, the term of each member is for three years. An appointment to fill a vacancy shall be for the remainder of the unexpired term. Membership is divided equally among attorneys, real estate brokers, engineers, retired assessors and public members. The chairman, who is elected by the body, assigns five members to hear a given appeal with three constituting a quorum. Such hearings are held de novo. After hearing the Board has the power to raise, lower or sustain the original finding.

PROGRAM: This Board held its annual meeting on September 30, 1987. At that time there were four pending appeals. During the period ending June 30, 1988, additional cases were received. Disposition of these cases as of June 30, 1988 is as follows:

Hearings held and decisions rendered	—	12
Cases withdrawn	—	4
Pending cases	—	6
Total cases		21

In addition, the administrative staff received numerous inquiries which were resolved by telephone or correspondence.

PUBLICATIONS:

State Board of Property Tax Review—Rules of Procedure

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF PROPERTY TAX REVIEW	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	23,581	23,581				
Health Benefits	1,134	1,134				
Retirement	3,206	3,206				
Other Fringe Benefits	61	61				
Other Contractual Service	5,135	5,135				
Rents	3,300	3,300				
Commodities	461	461				
Interest—Debt Retirement	1	1				
TOTAL EXPENDITURES	36,879	36,879				

DEPARTMENT OF PUBLIC SAFETY

JOHN R. ATWOOD, COMMISSIONER

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-3801
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219; *Citation:* 25 M.R.S.A., Sect. 2901
Average Count—All Positions: 593 *Legislative Count:* 532.5

Organizational Units:

- Bureau of State Police
- Office of the State Fire Marshal
- Bureau of Capitol Security
- State Bureau of Identification
- Bureau of Liquor Enforcement
- Maine Criminal Justice Academy
- Board of Trustees Criminal Justice Academy
- Bureau of Safety
- Maine Highway Safety Commission
- Bureau of Intergovernmental Drug Enforcement

PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the State Fire Marshal, the Bureau of Liquor Enforcement and the Bureau of Intergovernmental Drug Enforcement.

The Commissioner of Public Safety may organize the Department into such divisions, in addition to the Bureau of State Police, as he deems necessary.

ORGANIZATION: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety.

In 1978 the 108th Legislature added the Bureau of Capitol Security to the organization of the Department. Executive Order 6 Fy 80/81 transferred responsibility for administering the Highway Safety Program in Maine from the Department of Transportation. Through this Executive initiative, the Bureau of Safety was removed from the Department of Transportation with the Maine Highway Safety Committee reorganized to advise the Department of Public Safety and the Governor on highway safety matters.

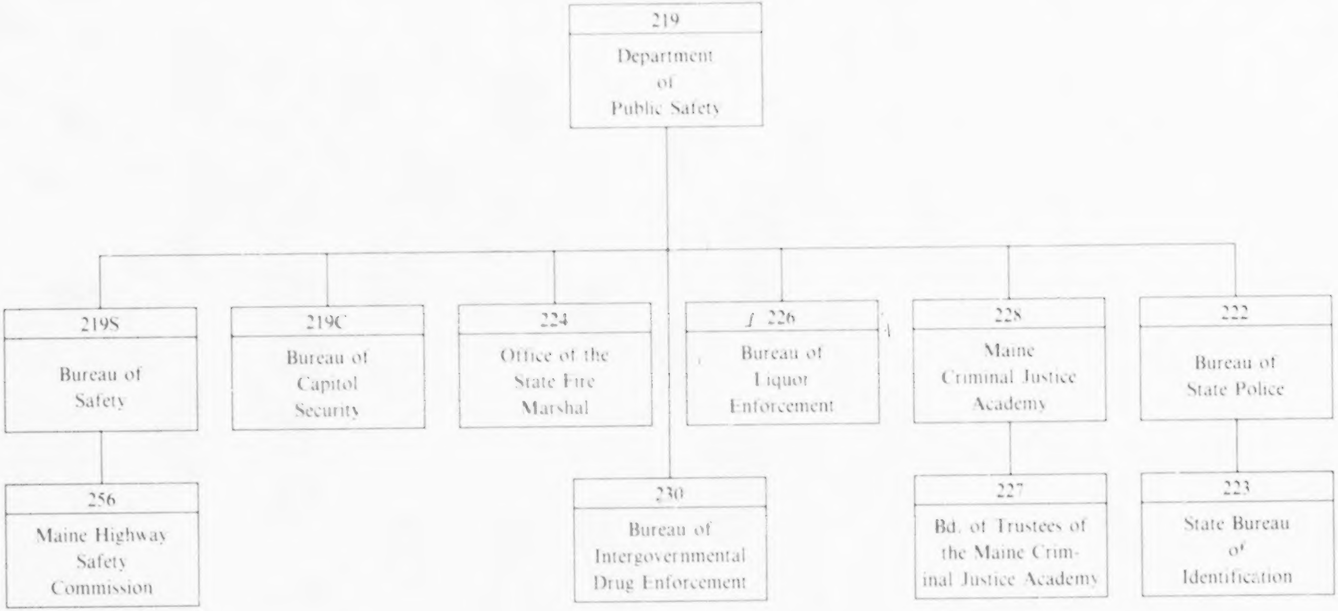
PROGRAM: Other than Administration, the activities of the Department during FY 88 are discussed in the individual reports of its components.

Administration. Effective with fiscal year 1980, the 109th Legislature funded the program entitled the "Commissioner's Office" following the appointment by the Governor of the first civilian Commissioner of the Department of Public Safety. This program included the Commissioner and the Director, Administrative Services. The Department further formed an Administrative Services Division, commencing in fiscal year 1980, to provide a full range of support services to the Bureaus and Divisions of the Department in the areas of Finance, Personnel, and Audit, as described below.

Finance Office: This office provides accounting and budgetary services to the organizational units of the Department, which include the processing of bills for payment, preparation of purchase orders, maintenance of accounting records and transactions, maintenance of accounts receivable, preparation of bills and charges for services, analysis of expenditures and revenues, preparation of work programs and allotments, maintenance of vehicle accident and industrial accident reports, preparation of financial reports and comparative financial data, and the maintenance of capital equipment and real property inventory control records.

For fiscal year 1988, this office has continued to emphasize effective budget planning at all levels of the Department in order to maintain appropriate financial management and con-

ORGANIZATIONAL CHART
DEPARTMENT OF PUBLIC SAFETY
UMB 16


219
Department of Public Safety
219S
Bureau of Safety
256
Maine Highway Safety Commission
219C
Bureau of Capitol Security
224
Office of the State Fire Marshal
226
Bureau of Liquor Enforcement
230
Bureau of Intergovernmental Drug Enforcement
228
Maine Criminal Justice Academy
227
Bd. of Trustees of the Maine Criminal Justice Academy
222
Bureau of State Police
223
State Bureau of Identification

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF PUBLIC SAFETY

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,637,359	5,566,667	2,402,449	6,374,233	294,010	
Health Benefits	942,480	90,703	155,866	678,930	16,981	
Retirement	4,738,690	1,203,969	674,158	2,785,444	75,119	
Other Fringe Benefits	165,847	14,038	28,476	120,187	3,146	
Computer Services—State	152,728	219	4,606	147,903		
Other Contractual Service	3,679,077	635,079	448,093	2,421,681	174,224	
Rents	201,886	3,293	26,297	172,142	154	
Commodities	525,837	61,349	102,308	353,641	8,539	
Grants—Subsidies—Pensions	1,367,526	8,763	35,904	1,053,247	269,612	
Equipment	2,506,154	74,265	306,985	1,779,823	345,081	
Interest—Debt Retirement	1,681	7	48	1,613	43	
Transfers to Other Funds	408,077		73,342	323,933	10,802	
TOTAL EXPENDITURES	29,327,342	7,658,352	4,258,532	16,212,777	1,197,681	

trol of Department finances. Financial accountability at the lowest level of management responsibility is a particular goal of the Finance Office with respect to the Bureau of State Police. This effort has taken on special significance to the State Police in conjunction with their "Policing By Objectives" program.

Personnel Office: This office administers all procedures for the recruitment, hiring, promotion, transfer, discipline, training, classification and pay, and labor relations for 623 employees in the department who comprise 88 different authorized classifications.

Audit: This office is responsible for the external audit of all National Highway Traffic Administration project grants in the State of Maine in accordance with National Highway Traffic Safety Administration guidelines, the applicable highway safety plan, the HS-1 project grant contract and the requirements of Office of Management and Budget Circulars A-102, A-87, and A-128; and, the internal audit of the Bureau of Safety Planning and Administration function and Highway Safety Program in compliance with Office of Management and Budget circular A-128.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PUBLIC SAFETY (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	743,990	175,833	56,957	511,200		
Health Benefits	51,288	8,413	3,955	38,920		
Retirement	204,268	36,648	11,176	156,444		
Other Fringe Benefits	5,912	611	197	5,104		
Computer Services—State	10,931			10,931		
Other Contractual Service	141,665	14,493	1,319	125,853		
Rents	5			5		
Commodities	10,901	288	283	10,330		
Equipment	30,377	3,899	9,889	16,589		
Transfers to Other Funds	19,863		1,564	18,299		
TOTAL EXPENDITURES	1,219,200	240,185	85,340	893,675		

BUREAU OF CAPITOL SECURITY

DONALD SUITTER, CHIEF

Central Office: State Office Bldg., Augusta *Telephone:* 289-3477
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219C; *Citation:* 25 M.R.S.A., Sect. 2901A
Average Count—All Positions: 12 *Legislative Count:* 12

PURPOSE: The Bureau of Capitol Security is charged with the securing of buildings and properties during and after the hours of operation and the enforcement of all State Laws and departmental rules and regulations as they pertain to the Capitol Complex and Augusta Mental Health Institute Complex. The Bureau is also charged with supplying the control of traffic flow and parking at the Capitol Complex and the Augusta Mental Health Institute Complex.

ORGANIZATION: The Bureau of Capitol Security was established by the Legislature in 1977 as a branch of the Department of Public Safety. Prior to 1977, the Capitol Security responsibility was part of the Bureau of Public Improvements. In its present form the Bureau is made up of an administrative head with the title of Chief, one supervisor (Sergeant), nine security officers, and one Clerk Typist.

PROGRAM: During the fiscal year 1988, the Bureau of Capitol Security processed over 2500 complaints, dealt with 1 bomb threat, investigated 26 automobile accidents and issued over 5000 parking tickets, which generated over $16,000.00 to the State's General Fund.

The major objective of the Bureau of Capitol Security for the fiscal year 1989 is to continue meeting the security needs for the State House Complex and the Augusta Mental Health Institute Complex on a 24 hour a day basis.

LICENSES, PERMITS, ETC.

Capitol Area Activity Permit.
Other licenses and permits as specified in individual reports.

PUBLICATIONS:

Capitol Area Security Regulations.
Rules and Regulations relating to parking on State Property.
Other licenses and permits as specified in individual reports.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CAPITOL SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	219,383	219,383				
Health Benefits	14,920	14,920				
Retirement	40,272	40,272				
Other Fringe Benefits	3,363	3,363				
Other Contractual Service	12,339	12,339				
Commodities	5,185	5,185				
Equipment	9,697	9,697				
TOTAL EXPENDITURES	305,159	305,159				

MAINE CRIMINAL JUSTICE ACADEMY

MAURICE C. HARVEY, DIRECTOR

Central Office: 93 Silver Street, Waterville *Telephone:* 289-2788
Mail Address: 93 Silver Street, Waterville, Maine 04901
Established: 1973 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 228; *Citation:* 25 M.R.S.A., Sect. 2801
Average Count—All Positions: 15 *Legislative Count:* 15

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

ORGANIZATION: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy, under a Board of Commissioners, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment.

That same year, under State Government reorganization, the Board of Commissioners was redesigned Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law. In 1978, the Maine Legislature amended the statute to provide for mandatory training of all State and County Correctional Officers. The statute requires a minimum of 80 hours of entry level training.

In 1983 the Legislature further amended the training act to include required training for reserve or part-time law enforcement officers. This amendment applied to municipal or county officers who have been given the power to arrest and the authority to carry a weapon.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

PROGRAM: During FY 88 the Trustees certified 140 Law Enforcement Officers, 199 Corrections Officers and 253 Reserve Officers. They also waived 10 law enforcement training requirements. The "Board" issued 33 Instructor Certificates. They recognized 7 Chiefs and Sheriffs who met the required experience, training and education for Executive Certification. The Academy sponsored 150 specialized and refresher in-service courses that were conducted for approximately 3,041 law enforcement and correction officers. Also during FY 88, outside agencies utilized the Academy's facilities with 2,367 persons in attendance.

LICENSES, PERMITS, ETC.

Doppler Traffic Radar Certificate
Intoxilyzer Operation Certificate
Aircraft Speed Enforcement Observer Certificate
–

PUBLICATIONS:

Administrative Provisions Manual
Newsletter
Law Enforcement Officer's Manual
All Points Bulletin

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	347,986	299,460	19,489		29,037	
Health Benefits	24,680	21,160	1,192		2,328	
Retirement	63,841	55,043	3,533		5,265	
Other Fringe Benefits	2,349	1,996	67		286	
Other Contractual Service	265,068	167,424	97,509		135	
Rents	2,826	2,266	560			
Commodities	72,241	39,791	32,450			
Grants—Subsidies—Pensions	170,271				170,271	
Equipment	5,923	2,151	3,772			
Interest—Debt Retirement	7	7				
Transfers to Other Funds	1,708		1,559		149	
TOTAL EXPENDITURES	956,900	589,298	160,131		207,471	

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

GERARD T. MAHONEY, CHAIRMAN

Central Office: 93 Silver Street, Waterville *Telephone:* 289-2788
Mail Address: 93 Silver Street, Waterville, Maine 04901

Established: 1969 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 227; *Citation:* 25 M.R.S.A., Sect. 2802

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The primary responsibilities of the Board of Trustees of the Maine Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and, finally, to prescribe the content of the curriculum. Furthermore, the Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and corrections officers.

ORGANIZATION: In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees currently consists of 15 members as follows: the Commissioner of Public Safety, the Attorney General, the Game Warden Colonel in the Department of Inland Fisheries and Wildlife, and the Commissioner of Corrections, all ex officio; and the following members who are appointed by the Governor; a commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen, a municipal officer and one non-supervisory corrections officer representing a state or county correctional facility. All board members serve three year terms except for those ex officio members (or their designees) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the Academy, to employ, subject to the Personnel Law, all personnel required to operate the Academy, to lease, rent or acquire adequate facilities at a location determined by the Board of Trustees, to conduct the Academy's training programs, and finally, to accept any federal funds that might be made available to the Academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise day-to-day operations of the Academy and to carry out the policies of the Trustees.

PROGRAM: See the Maine Criminal Justice Academy.

LICENSES, PERMITS, ETC.

Basic Certificate (full-time law enforcement/corrections personnel)
Chief/Sheriff Certification
Instructor Certification
Course Certification
Reserve Officer Certification
Certificate of Eligibility (Law Enforcement, Corrections, Reserve Officer)
Municipal Ordinance Prosecutor's Certification

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Maine Criminal Justice Academy.

BUREAU OF INTERGOVERNMENTAL DRUG ENFORCEMENT

FRANCIS E. AMOROSO, DIRECTOR

Central Office: Pownal *Telephone:* 879-4320
Mail Address: RR 1, Box 1432, New Gloucester Rd., Pownal, Maine 04069

Established: September 29, 1987

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 230; *Citation:* 25 M.R.S.A., Sect. 2955

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose is to provide a central administrative structure for the establishment, coordination, and control of specialized narcotics and narcotics related investigative units within the State of Maine. The investigative staff of the Bureau will be drawn from the ranks of state, county, and local law enforcement agencies. In addition to the consolidation of investigatory resources, the Bureau of Intergovernmental Drug Enforcement will also integrate state and federal prosecutive personnel with the day-to-day case work of investigators. The prosecutors will assist in the development of priorities and establishment of investigatory strategies.

ORGANIZATION: The Bureau of Intergovernmental Drug Enforcement was created by the 113th Legislature by passage of 25 M.R.S.A. Chapter 353. Funding of the Bureau was established by the Anti-Drug Abuse Act of 1986. This Bureau has been placed within the organizational structure of the Department of Public Safety, and requires that it be managed by a Director who reports to the Commissioner of Public Safety. It further allows the creation of investigative task forces for the purpose of conducting narcotics related criminal investigations.

PROGRAM: The Bureau has primarily been meeting its man-power and equipment needs, while maintaining ongoing investigations and intelligence gathering. At the current time all seven (7) of the investigative units have multiple active investigations being conducted in the areas of smuggling, cocaine distribution, marijuana distribution, and drug diversion.

The goal of the Bureau is to immobilize drug trafficking organizations by incarcerating their members, seizing their drugs, obtaining drug-related asset forfeitures, and deporting alien traffickers. A successful investigation and prosecution strategy reduces drug trafficking and abuse, as well as related criminal activities, such as money laundering, tax evasion, and corruption.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INTERGOVERNMENTAL DRUG ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	30,063				30,063	
Health Benefits	1,628				1,628	
Retirement	3,581				3,581	
Other Fringe Benefits	547				547	
Other Contractual Service	341				341	
Commodities	130				130	
Equipment	151,870				151,870	
TOTAL EXPENDITURES	188,160				188,160	

OFFICE OF THE STATE FIRE MARSHAL

DONALD M. BISSET, STATE FIRE MARSHAL
LADD G. ALCOTT, Assist. State Fire Marshal

Central Office: 99 Western Ave., Augusta *Telephone:* 289-FIRE
Mail Address: Statehouse Sta. #52, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 224; *Citation:* 25 M.R.S.A., Sect. 2396
Average Count—All Positions: 30 *Legislative Count:* 0

PURPOSE: The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage, transportation, sale, and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.
6. The means and adequacy of exits in the case of fire from all buildings.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

ORGANIZATION: The Division of State Fire Prevention was created in 1937 to combat the increasing fraudulent insurance claims resulting from set fires. The last four and a half decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory authority has broadened to include a host of activities relating to life safety as well as fire prevention.

On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of State Fire Marshal.

As a result of our reorganization three years ago, we are continuing to provide quick response to emergency situations and delivery of our services is at an acceptable level. During the last year, incendiary fires have slowly increased over the previous year; however, with eleven full-time investigators, we are able to accommodate this level of activity.

The Inspection Division with one additional inspector has conducted in excess of 7,000 inspections during the past fiscal year. There is a noted increase in the number of participants in several of the programs conducted by Department of Human Services such as nursery school and day care facilities. During the past year, the Division has been responsible for issuing "Orders of Closures" on facilities which continued in non-compliance with the life safety violations.

In late November, a second Fire Protection Specialist was added to the staff. Even with the continued increase of new construction and building renovations, the Plans Review Section is now able to provide timely turn around. With the new position, construction projects are now moving rapidly through the office and assistance is additionally given to architects and contractors on job sites throughout the State.

PROGRAM: During the second regular session of the 113th Legislature, the Office of State Fire Marshal was given the responsibility of administering all funding for "Fire Service Training," or "Fire Safety and Education Programs." The office is responsible for reviewing fire service training program budgets, distributing funding for these programs and reviewing their expenditures. The bill did not intend to make any substantive changes in the "Fire Science Training

Program" as currently administered by S.M.V.T.I. A contract is currently being prepared with Vocational Technical Systems to continue to manage and deliver the fire service training programs. Additionally, a contract is planned to secure the service of a Contract Administrator.

The Fire Marshal's Office has updated several of its key fire safety Codes which includes the Life Safety Code to the 1988 edition. Additionally, the Life Safety Sprinkler System Standard has been through the advertising and public comment period and is awaiting final adoption.

The fire premium tax for FY 87-88 continues to show a modest increase which permits the office to nearly complete recovery from the losses experienced three years ago.

In calendar year 1987, the office experienced the most fire deaths of any year of the decade. Where 1986 established a low record of twenty-five fire deaths, 1987 resulted in thirty-seven lives taken by fire. The causes of the fires resulting in death have been analyzed in hope of focusing on a program for public education. The only common threat in all the fires appears to be lack of smoke detectors or smoke detectors failing to operate.

The Assistant Fire Marshal has continued with his program as a partner with the National Fire Administration which encourages communities to develop innovative and unique fire safety programs. Four grants were awarded to four sponsors who showcased their program at the Civic Center during the spring.

LICENSES, PERMITS, ETC.

License:
- Traveling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
- Theaters & Motion Picture Houses.
- Motor Vehicle Racing.
- Fireworks Display.
- Fireworks, Competent Operator.
- Dance

Permit:
- Construction Permits & Plans Review.
- Explosives, Transportation & Storage.
- Flammable Liquids, Above-Ground.

PUBLICATIONS:

- Rules and Regulations Relating to Gasoline and Other Flammable Liquids (No Fee).
- Rules and Regulations for the Keeping, Dispensing or Transporting of Explosives (No Fee).
- Rules and Regulations Governing Storage and Display of Fireworks (No Fee).
- Maine Safety Rules for Amusement Devices and Midways (No Fee).
- Rules and Regulations Governing the Tents and Equipment of Circuses and Traveling Amusement Shows (No Fee).
- Rules and Regulations Relating To Structures Used by The Public As Spectators During Motor Vehicle Racing (No Fee).

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	664,345		664,345			
Health Benefits	43,092		43,092			
Retirement	120,145		120,145			
Other Fringe Benefits	9,971		9,971			
Computer Services—State	4,083		4,083			
Other Contractual Service	113,329		108,972		4,357	
Rents	25,058		25,058			
Commodities	25,278		25,278			
Grants—Subsidies—Pensions	29,691		29,691			
Equipment	64,777		64,777			
Interest—Debt Retirement	42		42			
Transfers to Other Funds	9,180		9,180			
TOTAL EXPENDITURES	1,108,991		1,104,634		4,357	

MAINE HIGHWAY SAFETY COMMISSION

ALBERT L. GODFREY, SR., CO-CHAIRMAN
GLENYS LOVETT, CO-CHAIRMAN

Central Office: Gardiner Annex *Telephone:* 582-8776
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1957 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 256; *Citation:* 25 M.R.S.A., Sect. 2902
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Highway Safety Commission is established to advise the Commissioner of Public Safety on those matters relating to highway safety. The Commission serves as liaison between the Maine Department of Public Safety, Maine communities and citizens. The objective is the development of effective local involvement in Highway Safety Programs and the development of greater mutual understanding of the total highway safety effort.

ORGANIZATION: The Maine Highway Safety Committee was established in 1957 with members appointed by the Governor. In the organization of the Department of Transportation in 1972, the Committee was transferred to the Department, with the Commissioner authorized to retain the members in an advisory capacity for no more than two years, and with authority to create a new advisory committee as he deems necessary, subject to approval of the Governor. The Maine Highway Safety Committee was re-established administratively in 1974 to consist of not more than twenty-five members selected by the Commissioner from State, civic, religious, industrial and similar groups and organizations with interests relating to highway safety, serving at the pleasure of the Commissioner. The 110th Maine Legislature enacted new legislation in 1981 which transferred the Committee to the Department of Public Safety with members again appointed by the Governor. In 1987, the 113th Legislature changed the name to the Maine Highway Safety Commission. The duties, however, remain the same.

PROGRAM: The Maine Highway Safety Commission program involves regular meetings of the full commission, usually on a quarterly basis. The Commission is further divided into subcommittees, such as Public Information, Occupant Restraint, Legislative, Driver and Traffic Safety, and Alcohol and Other Drugs, that meet on a regular basis and report to meetings of the full Commission. Major objectives of the year have been to assist in lowering alcohol-related accidents, promotion of occupant restraint use, increasing public information activities, and promoting driver safety in general. In planning for fiscal year 89, the Commission has selected alcohol control, alcohol and drug education, judicial review, defensive driving, occupant restraint use, and public information as major areas of concern.

PUBLICATIONS:

1. How To Spot Drunk Drivers Guide.
2. The Child Auto Safety Seat Law.
3. Jeff Said He Didn't Have To Limit His Drinking Brochure.
4. What Everyone Should Know About Bicycle Safety Booklet.
5. Presenting The Candidate Most Likely To Die Brochure.
6. Protecting Maine's Future Brochure.
7. Safety Belts—A History Lesson For Adults Brochure.
8. Under 21—Drinking/Driving Law Brochure.
9. Maine's New Tougher OUI Law.
10. The Automobile Safety Belt Fact Book.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $1,000.00 in FY 88 and are, by administrative decision, included with those of the Bureau of Safety.

STATE BUREAU OF IDENTIFICATION

ANDREW E. DEMERS, JR., CHIEF, STATE POLICE
STEPHAN M. BUNKER, ACTING DIRECTOR

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2296
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1937 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 223; *Citation:* 25 M.R.S.A., Sect. 1541

Average Count—All Positions: 15 *Legislative Count:* 0

PURPOSE: The major goals, objectives, functions and responsibilities remain basically the same as when created by Act of Legislature in 1937. This consisted of creating a central repository of all criminal records in the State of Maine based upon compulsory submission by criminal justice agencies of fingerprint forms and other forms provided, under the rules adopted in order to have a comprehensive and accurate system available for Criminal Justice and other purposes as authorized by law.

Duties and responsibilities include: receiving and classifying incoming fingerprint cards; answering criminal record inquiries; and maintaining the following files: master criminal fingerprint file, criminal record folder file, court abstract file, and related master name index file (Soundex, etc.).

Services from this Bureau are statewide to all elements of the Criminal Justice System, county and municipal governments, organizations and the general public. They are nationwide to all authorized agencies and the public.

In 1974 by Legislative Act the Uniform Crime Reporting program was added to the State Bureau of Identification.

The goal of the State Bureau of Identification UCR Division is to establish a statewide comprehensive crime reporting system for the following reasons: to inform the Governor, Legislature, other governmental officials, and the public as to the nature of the crime problem in Maine — its magnitude, its trends; to provide law enforcement administrators with criminal statistics for administrative and operational use; to determine who commits crimes by age, sex and race in order to find the proper focus for crime prevention and enforcement; to provide proper base data and statistics to measure the workload and effectiveness of Maine's Criminal Justice System; to provide base data and statistics for research to improve the efficiency, effectiveness and performance of criminal justice agencies; to provide base data and statistics to measure the effects of prevention and deterrence programs; and to provide base data to assist in the assessment of social and other causes of crime for the development of theories of criminal behavior.

The means utilized to obtain these objectives are: to measure the extent, fluctuation, distribution, and nature of serious crime in the State of Maine through presentation of data on the eight Crime Index offenses; to measure the total volume of serious crime known to the police; and to show the activity and coverage of law enforcement agencies through arrest counts, crime clearance data and police employee strength data.

The State Police Investigative Records Division was added administratively to the State Bureau of Identification in 1976.

The State Police Investigative Records Division acts as a central repository of all State Police Criminal and Civil Cases and maintains files by case number and by names of persons involved in the cases. These files are used by members of the State Police and other authorized agencies and individuals.

ORGANIZATION: The Director of the State Bureau of Identification is appointed by the Chief of the Bureau of State Police. The Director has the authority to hire civilian personnel subject to personnel law and the approval of the Chief of the Bureau of State Police. It is the Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

Presently SBI is composed of three divisions consisting of the Identification Division, the Uniform Crime Reporting Division, and the State Police Investigative Records Division. Each division has specific duties and all divisions are subject to specific laws affecting their operation.

PROGRAM: The Identification Section has the responsibility and the authority to collect fingerprint cards and other Criminal History Record Information (CHRI) from all criminal justice agencies within the State in order to create and preserve appropriate criminal history data. (MRSA Title 25, §1542). This section also has the responsibility for the timely and appropriate dissemination of CHRI data to criminal justice agencies and others upon proper request for the data (MRSA Title 16, §611 through §622).

In October 1981 a fee system was established to cover the cost for release of CHRI to non-criminal justice agencies and individuals. A change in the dissemination law for CHRI (conviction data only) "to any person for any reason" increased the work volume and necessitated the fee system. In 1986 the fee system for CHRI generated $20,560 which was turned over to the financial division for deposit to the General Fund.

The criminal files located in the Identification Division continue to be upgraded in compliance with existing privacy and security laws for the efficient dissemination of the information.

A continued liaison is maintained by the Director with all contributing agencies in order to maintain and improve the record system. An intensified training program has been developed and effected at the Maine Criminal Justice Academy for State, Municipal and County recruits and with law enforcement agencies throughout the State of Maine Law as it relates to CHRI, Privacy and Security, and the submission of fingerprints and other CHRI data. This training has resulted in increased compliance which is necessary for the accuracy and completeness of CHRI maintained within the Unit and its eventual participation in the computerized Interstate Identification Index (III).

Inquiries for Criminal History Record Information in this Division continue to increase each year. During 1978 the Division processed 24,443 inquiries from criminal justice agencies and others requesting CHRI data. During 1986 the Division processed 66,572 inquiries (an increase of 172.4%) with the 1987 totals expected to exceed 71,000.

In October 1985 a policy decision was made to receive all non-criminal requests previously being processed through the teletype system by mail. This change allows the Bureau to process those requests needed for ongoing criminal investigations more immediately. Approximately two-thirds of the teletype requests were for non-criminal related matters.

Other activity performed within the Identification Division during 1986 includes the following:

7,016	Criminal fingerprint cards received
3,199	Fingerprint cards classified and searched
3,817	Fingerprint cards matched with existing cards
3,220	Final disposition sheets received and filed
2,483	FBI records received and filed
25,394	Court abstracts received and processed
66,572	Requests for CHRI received and processed
9,654	Criminal History Records prepared and disseminated (14.5% "hit rate")
$20,560	Fees collected for processing inquiries turned over to the General Fund
15,525	Preparation of mail (pieces)

In 1984 a study directed by the Legislature was completed which researched the Criminal History Record Information System in Maine and other systems. Recommendations for upgrading the Maine System were included in the Study.

During 1987 the 113th Legislature passed a bill that authorized the formation of a *Commission to Implement Computerization of Criminal History Record Information* to study the computerization of Criminal History Record Information and to present a plan for implementation by January of 1988.

The Interstate Identification Index (III) is a nationwide system for the exchange of criminal history information. This system, already in place and functioning in twenty-two states, is a decentralized criminal history record system which contains personal descriptors, state and federal identification numbers and criminal charge(s) data, which serves as a "pointer" for directing CHRI inquiries to the State in which an offender's record is held. There would be no duplication of records at the National level and States would retain management and control over the lawful dissemination of their records. Inquiries are handled electronically through the state operated National Law Enforcement Telecommunications Network (NLETS).

The implementation of this system would eventually make the State Bureau of Identification the sole source focal point for all incoming and outgoing CHRI data for the State of Maine.

In 1976, State Police Investigative Records were assigned as a Division of SBI. This division is the central repository of the investigative records of the Maine State Police.

In 1984, the investigative reference file, developed as a by-product of the investigative records, was automated on a word processor computer terminal for the first time.

Starting with the original assigned case number, each report is entered into a computerized master name file by complainant's name, victim, witnesses, interviews, medical, and respondent. Every name that appears on the investigative report is entered into the system. 68,153 names have been entered to the master name file from 1983 to present. In 1986 alone, 18,829 names were entered to this file.

Entered along with the names are the report number, date of birth, date reported, character of the case and status of the report.

On microfilm the master name file dates back to 1955 and is used as a pointer system to retrieving actual reports. All reports are microfilmed after they have been closed and each report can be recalled and a copy provided at any time.

In the latter part of 1986 a new microfilmer and reader/printer were purchased. This new equipment will improve the quality of the microfilm records and will increase efficiency in the handling of incoming cases.

In 1986, 621 inquiries were checked in the Unit's master name file. The inquirers of this system are primarily State Police, who use this system for investigative purposes and background checks. Other inquirers include SBI-Identification Section, State Prison and correctional centers, and Probation and Parole.

This Division deals with confidential investigative records. (25 MRSA, §1631). Every effort is made to cooperate with persons or agencies with vested interests for information on file as permitted by applicable law or Departmental policy. Principal inquiries are from insurance companies verifying claims. All non-criminal justice agencies, attorneys, insurance companies and private individuals are charged a fee of five dollars ($5.00) to cover administrative and clerical costs when they request copies and/or verification of reports from the investigative files. Fees collected by this Division in 1986 totalled $1,255.00. These fees were turned over to the Finance Division for submission to the State's General Fund account.

Activity within the Investigative Record Division during 1986 consisted of the following:

CRIMINAL CASES Received/Filed	7,150
CRIMINAL CONTINUATION Received/Filed	3,761
CIVIL CASES Received/Filed	361
CIVIL CONTINUATIONS Received/Filed	176
NAMES ADDED TO MASTER NAME FILE	19,111
INSURANCE REQUESTS Received/Answered	341
PRISON REQUESTS Received/Answered	20
INQUIRIES (Name Checks)	621
CASES MICROFILMED DURING 1986:	
1983 Cases	5,631
Uncoded Cases	885
TOTAL NUMBER OF CASES MICROFILMED	6,516

PUBLIC SAFETY

Troop	Criminal Cases Received	Criminal Continuations Received	Civil Cases Received	Civil Continuations Received
CID	989	1,211	0	0
A	630	426	92	77
B	487	165	10	5
C	1,220	224	7	0
D	933	412	0	0
E	728	293	39	17
F	1,091	583	36	15
G	552	151	169	59
J	471	295	8	3
Traffic	11	1	0	0
Lab	38	0	0	0
TOTALS	7,150	3,761	361	176

Uniform Crime Reporting is mandated by Maine Law, Title 25, MRSA §1544 amended, and requires the full cooperation of all Maine Law Enforcement Agencies.

Crime data is collected on all Part I Crime Offenses (murder, rape, robbery, assault, burglary, larceny, motor vehicle theft and arson) and continues to improve in value as increased data is added to the rapidly expanding data bank. Data is also collected on specially designed forms providing the data bank with information on the age, sex and race of persons arrested for criminal violations in both Part 1 and Part 2 crime classes; description and values of property stolen and recovered; crime locations; time of offenses; methods of crimes; employee data; assaults on police officers and other supplemental, meaningful data.

All data is computerized monthly, and comprehensive reports on crime are developed, printed, and distributed to the Governor, legislators, contributors and related criminal justice agencies. Quarterly computer printouts of crime data, showing monthly data and year-to-date on a comparison by month and year basis, are mailed out to each contributor automatically. All UCR data is submitted to the FBI in Washington for inclusion in the national publication, "Crime in the United States."

A 1985 study commission by the FBI and Bureau of Justice Statistics entitled *Blueprint for the Future of the Uniform Crime Reporting Program* recommended wide and sweeping changes to the nationwide UCR program. This report recommended that the 55 year old program be expanded to cover a wide range of offense types and provide more detailed information on the nature of criminal incidents. The benefits of the new system will be readily apparent to legislators, other government officials, the public and the contributing law enforcement agencies in that it will provide for more compelling and accurate pictures of crime and the criminal justice system's response. In April of 1987 Maine's UCR program received a federal grant award to improve its statewide crime data collection system in order to meet these much needed redesign improvements.

In April of 1986 and 1987, the publication entitled "Crime in Maine" was compiled, printed and released. This annual publication, concerning crime activity for the calendar years 1985 and 1986, serves as a report to the Governor, Legislature, law enforcement officials and the general public on the existing status of index crimes within the State of Maine.

A brief bulletin with data covering the period January-June 1986 was generated and forwarded to all contributors and related criminal justice agencies.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of State Police.

BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR
RICHARD W. ALLEN, ASST. DIRECTOR

Central Office: 10 Water Street, Augusta *Telephone:* 289-3571
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 226; *Citation:* 25 M.R.S.A., Sect. 2902
Average Count—All Positions: 22 *Legislative Count:* 22

PURPOSE: The mission of the Bureau of Liquor Enforcement is to regulate and enforce all liquor laws in compliance with the statutes and the Commission's Rules and Regulations. This goal is accomplished mainly through the efforts of liquor enforcement officers who work under the direction of the chief enforcement officer and an assigned supervisor, but normally acts independently in the field. Each officer is responsible for the conduct of approximately 300 liquor outlets within his designated territory. The officer is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28-A) and the Rules and Regulations of the Liquor Commission. Also, field investigations and inspections on both retail and wholesale levels are made in order to secure and verify information for legal and administrative purposes. Liquor Enforcement officers spend many hours in an undercover status engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. In the course of work, an officer has considerable contact with state and local officials, law enforcement officers, attorneys, professional groups, and the general public.

ORGANIZATION: The Maine Liquor Commission was established by the Legislature in 1933 with liquor enforcement under its control. In 1947, the liquor enforcement division was placed under the State Personnel Law, which forced prospective officers to take State examinations in order to be eligible for enforcement positions. The Legislature, six years later, created the Division of Liquor Licensing and Enforcement within the State Commission. Due to governmental reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety and was titled the Bureau of Liquor Enforcement. In 1973, for the first time in its history, the Bureau devised a manual related to the standard operating procedure. Also in 1973, there was the creation of five field areas, (Portland, Lewiston, Augusta, Bangor, and Presque Isle) each commanded by a liquor enforcement officer II with the rank of sergeant.

In 1977, full arrest powers for any offense committed in the presence of a liquor enforcement officer were granted by the Legislature and required members to attend the Criminal Justice Academy for training.

The Director of the Bureau of Liquor Enforcement meets with the Commissioner of Public Safety on a regular basis to discuss any problems or new ideas with regard to policies or operating procedures of the Bureau. The area sergeants meet once a month with the director to report on activities and field problems in their related areas. The director reports to the area sergeants on any new policies formulated either by the director or by the Department of Public Safety. The area sergeants hold sectional meetings with the field officers monthly to inform them of any new operating procedures or policies, as well as to discuss any field problems.

PROGRAM: The Bureau is holding meetings with civic groups and schools throughout the State. This program has not only been informative but has brought an awareness to the Bureau of some of the problems that face our schools and the community.

Warning Systems. The Bureau issued 1387 written warnings during FY 88 for minor infractions of the liquor laws and the Commission's rules and regulations. Through this system, the Bureau documented infractions of the licensee and brought to their attention complaints that had been received so that they could rectify the operation. The warning system has been received favorably by the license holders throughout the State and definitely will be a continued program for the Bureau of Liquor Enforcement.

During FY 88 the Bureau completed its visitations to clubs throughout the State, talking to the club officials, directors, and managers. However, this program will be continued in its entirety due to the substantial turnover of the club officials, directors, and managers.

Premise Inspection Reporting System (PIRS). Throughout the year the Bureau conducted a total of 2,794 licensee premise inspections; and a total of 14,866 licensee premise checks were conducted during both day and night patrols. Furthermore, a total of 1,509 violations as a result of the PIRS were corrected in the field by Liquor Enforcement officers.

During FY 88 a total of 357 violations against licensed premises were cited before the Administrative Court concerning possible suspension or revocation of licenses. Total fines and restitution made to the State as a result of the above activities is $80,455.00 with 310 license suspension days. As a result of criminal citations in Maine Courts, $83,041.00 was paid in fines, thus total fines amounted to $163,486.00 for FY 88.

As with most dynamic agencies in State Government, effective operations are a mix of meeting today's needs while planning for tomorrow. The following represents some of each.

Instructors. The Bureau to date has six (6) qualified police instructors, graduates from the Maine Criminal Justice Academy, in instruction of police personnel. These six individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy and at numerous in-service schools held by municipal police throughout the State. It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor-related problems.

Increased Manpower. At present the Bureau consists of a Director, 18 officers, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. There are some 4,000 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M.-1 A.M. and on Sundays 12 Noon-1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem, as are illegal sales and possession of intoxicating liquor with the intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

Procuring for Minors. Procuring is the act of an individual purchasing intoxicating liquor for persons under the legal age. This offense has risen sharply in the last few years. The Bureau believes this is a result of our present program of holding licensee presentations and closer working relationships with the Maine liquor licensee holder. Part of the presentation given is the identification of false identification cards. The Bureau received permission from the 112th Legislature to use blue lights and sirens to stop motor vehicles, and this should aid the Bureau in many areas.

Illegal Importation. On January 1, 1978, it became law for people to return beer and soda containers. The Bureau of Liquor Enforcement has been conducting a study in regards to an increase in importation of beer into the State. It is without question an increasing problem that faces the Bureau and a plan of action to address this situation is currently being formulated.

Agency Stores. During FY 88 the number of agency stores in the State of Maine rose to 73. These outlets sell spirituous, vinous, and malt liquors. The Bureau of Liquor Enforcement is closely monitoring this new type of license so that it may adjust to any problems that arise in the future. There are at this time 73 agency stores.

During FY 88 two officers of the Bureau of Liquor Enforcement were involved with the problem of drug and alcohol abuse. They attended seminars, and gave presentations on the abuse of alcohol, and the effects it has on alcoholics and their families. This involvement has been an asset to the Bureau, because working close to those that have a problem with liquor helps alleviate potential problems for the Bureau and Liquor Licensees.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	559,339	559,339				
Health Benefits	37,926	37,926				
Retirement	117,569	117,569				
Other Fringe Benefits	6,469	6,469				
Computer Services—State	219	219				
Other Contractual Service	44,202	44,202				
Commodities	7,852	7,852				
Grants—Subsidies—Pensions	8,691	8,691				
Equipment	48,155	48,155				
TOTAL EXPENDITURES	830,422	830,422				

BUREAU OF SAFETY

RICHARD E. PERKINS, DIRECTOR

Central Office: Gardiner Annex *Telephone:* 582-8776
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: December 13, 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219S; *Citation:* Exec. Order 6 FY 81
Average Count—All Positions: 9 *Legislative Count:* 8.5

PURPOSE: The current Bureau of Safety was created by Executive Order to be responsible for the state's highway safety program and was authorized to: develop and implement a process for obtaining information about the highway safety programs administered by other state and local agencies; provide and facilitate the provision of technical assistance to other State Agencies and political subdivisions to develop highway safety programs; and provide financial and technical assistance to other State Agencies and political subdivisions in carrying out highway safety programs.

ORGANIZATION: The Bureau of Safety was originally initiated in the Department of Transportation in 1974 and, during an organizational change to provide more effective and efficient government, was placed within the Department of Public Safety in December, 1980.

PROGRAM: The Bureau of Safety's major objective is the planning, development, implementation, and evaluation of the Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. To this end, the Bureau is involved in a working relationship with other State, county, and municipal agencies. Activities in this area include, but are not limited to, motor vehicle occupant restraints, child restraints, 55/65 MPH Enforcement, local speed enforcement, enforcement training programs, alcohol countermeasures, emergency medical services, driver testing and licensing, driver training, motor vehicle inspection, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, identification and surveillance of accident locations, Traffic Records Systems, and traffic engineering services. The Bureau provides financial and technical assistance in carrying out these programs.

The Bureau also directs the Defensive Driving program in the State of Maine. Other activities involve work in accident reconstruction and related highway safety activities.

PUBLICATIONS:

1. How To Spot Drunk Drivers Guide.
2. The Child Auto Safety Seat Law.
3. Jeff Said He Didn't Have To Limit His Drinking Brochure.
4. What Everyone Should Know About Bicycle Safety Booklet.
5. Presenting The Candidate Most Likely To Die Brochure.
6. Protecting Maine's Future Brochure.
7. Safety Belts—A History Lesson For Adults Brochure.
8. Under 21—Drinking/Driving Law Brochure.
9. Maine's New Tougher OUI Law.
10. The Automobile Safety Belt Fact Book.

FINANCES, FISCAL YEAR 1988: The folowing financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SAFETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	182,181	23,392	9,096	89,330	60,363	
Health Benefits	12,615	1,181	748	5,345	5,341	
Retirement	30,937	4,220	1,591	15,347	9,779	
Other Fringe Benefits	1,738	430	146	514	648	
Other Contractual Service	397,559	224,923	35,862	35,105	101,669	
Rents	436		101	243	92	
Commodities	20,927		15,207	2,501	3,219	
Grants—Subsidies—Pensions	99,341				99,341	
Equipment	66,277				66,277	
Transfers to Other Funds	8,558		1,395	4,524	2,639	
TOTAL EXPENDITURES	820,569	254,146	64,146	152,909	349,368	

BUREAU OF STATE POLICE

COL. ANDREW E. DEMERS, JR., CHIEF
LT. COL. ALFRED SKOLFIELD, Deputy Chief
LT. COL. DANIEL COTE, Deputy Chief

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2155
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1925 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 222; *Citation:* 25 M.R.S.A., Sect. 1501

Average Count—All Positions: 391 *Legislative Count:* 444

Organizational Units:

Field Divisions	Public Information Office
Office of Planning and Research	Traffic Division
Personnel and Training	Criminal Division
Crime Laboratory	Organized Crime Unit
Support Services	Data Processing
Radio Repair	Communications
Internal Affairs	Community Relations

PURPOSE: The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of State Police was established to patrol the highways, especially outside the compact portion of cities and towns, and to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State. Executive security is also provided for the Governor and family on a twenty-four hour basis.

Among the other responsibilities are the duties of the Traffic Division, which include the supervising and licensing of approximately 1,983 motor vehicle inspection stations; enforcing motor vehicle inspection laws; developing programs of information on motor vehicle safety; enforcing truck weight laws; microfilming accident reports and processing more than 1.08 million annual motor vehicle inspections.

Criminal Investigation is another facet of State Police work which concerns itself with investigating all crimes and criminal complaints brought to the attention of the Bureau authorities, with special emphasis on homicides and narcotic and drug related cases. The Bureau of Identification is responsible for the classification of incoming fingerprint cards and for answering criminal record inquiries, along with maintaining a sufficient repository for all State criminal records.

ORGANIZATION: The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriff's departments. In 1931 a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years the Department was constantly amid change, with various major reorganizations which occurred in 1954, 1961, 1966 and again in 1968. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. With this adoption, the Bureau now falls under direct supervision of the Commissioner of Public Safety.

For operational purposes, the State is divided into two field divisions, each under the direction of a Captain. These divisions are comprised of a total of eight troops located throughout the State. Patrol officers assigned to these troops provide law enforcement services throughout the rural areas of the State including accident investigation, and enforcing motor vehicle and criminal statutes.

PROGRAM: The program of the Bureau of State Police is illustrated through the activities of the component divisions.

Fleet Services Division. The Fleet Services Division operates State Police garages in Augusta, Houlton, Orono, and Scarborough. Nine mechanics were responsible for performing virtually all aspects of automotive maintenance and repair. Thirty-eight transmissions and nine engines were completely overhauled. Rebuilt components such as these were kept available throughout the year, so that the down time for the cruisers was kept to a minimum. A major undertaking was the replacement of four cruiser frames. This resulted in the salvaging of four nearly brand new cars that would have otherwise been declared total losses and would not have been replaced. Replacement of major body panels such as doors, fenders, and windshields was a common occurrance in 1987.

The addition of 70 new vehicles brought the total number of departmental vehicles to 520 in 1987. Only 44 of the new cars were patrol vehicles, however, leaving a significant number of high mileage cruisers still in regular use. Consequently, these vehicles required a much higher proportion of maintenance and expenditures.

Fleet Services of Augusta assisted in the State Surplus Equipment auctions in June and September. These auctions were responsible for the disposal of 83 vehicles and the generation of funds in the amount of $81,317.50.

Criminal Division. The Criminal Division, commanded by a captain, is responsible for Criminal Investigations and the Crime Laboratory.

Criminal Investigations: The Maine State Police has by statute original and concurrent jurisdiction to enforce the criminal laws of Maine and to investigate any non-compliance. Criminal investigations dealing with major crimes such as homicides are the responsibility of the northern, central and southern Criminal Investigation Divisions (CIDS) with central headquarters in Augusta.

The primary function of each CID is to investigate homicides, suspicious deaths, other major crimes within its respective geographical areas, and to assist uniformed personnel and other law enforcement agencies with criminal investigations they are conducting. Other major crimes investigated include: burglary, bank robbery, forgery, conspiracy, escapes, deceptive business practices, kidnapping, rape, aggravated assaults, extortion, terrorizing, and gross sexual crimes, etc. In addition, each CID coordinates investigations and prosecutions, as necessary, with the Maine Department of the Attorney General; assists in the training of State and local police in criminal investigative techniques; and provides detectives for speaking engagements before various civic groups and schools.

During 1987, the investigation of homicides increased (from 21 in 1986 to 28 in 1987). Twenty-two of the homicides were solved during the year, the remaining death remains under investigation. The CIDs began use of the FBI's violent Criminal Apprehension Program (VICAP) in their unsolved homicides and other major violent crimes in which there may be a criminal profile on an individual. The VICAP data base gathers information from law enforcement agencies nationwide and also provides information to assist CID investigators in solving cases. Also, one six-year-old homicide investigation resulted in an arrest.

The CIDs increased their training in the awareness of and the procedures required for investigating child abuse. CID detectives worked 549 new cases in 1987 in cooperation with the district attorneys and the Maine Department of Human Services. Detectives worked 7,357 hours on new and on-going child abuse investigations. To meet the increased demand investigators were assigned by the entire CID complement.

In addition to State Police investigation requests, the CIDs assisted other in-State and out-of-state criminal justice agencies. Much of the work done by the detectives was facilitated by State Police Officers assigned to the field divisions.

Crime Laboratory: The new Maine State Police Crime Laboratory has successfully completed its first year of operation with a 39% increase in examinations performed. The turn around time on cases has also been greatly reduced enabling laboratory personnel to provide more efficient service to all of Maine's law enforcement agencies.

The scientific examination of evidence submitted to the Maine State Police Crime Laboratory has been one of the most persuasive forms of testimony available to all law enforcement agencies within the State. Positive connections can be established between the suspect and the victim or between the suspect and the crime scene. Equally important, innocent suspects, towards whom circumstance has pointed the finger of suspicion, can be exonerated by the use of scientific evidence and expert testimony.

One responsibility of the Crime Laboratory is to provide personnel trained in the collection, preservation and documentation of physical evidence at major crime scenes. Evidence is then assigned to the appropriate laboratory section for examination. In addition, Crime Laboratory personnel provide instructor support to the Maine Criminal Justice Academy (MCJA) in all aspects of the Forensic Sciences.

Crime Scenes processed	52
Autopsies attended	33
Classroom Lectures	252
Superior Court Cases	48

Photography Section: The photography section provides photographic support for all field activities. In addition to recording major crime scenes the section provides fingerprint photography for the Crime Laboratory's fingerprint section and meets the needs of the other Laboratory sections as well.

In addition, the photography technician conducts training sessions and schools to familiarize law enforcement officers with proper crime scene coverage and use of photographic equipment.

The Photography Section provides the full service of all photo lab functions:

a) development and printing of color film
b) development and printing of black and white film
c) furnishes enlargements, duplicates, etc. as required
d) provides files for all negatives and log of the same
e) provides portrait services as necessary
f) provides identification photos as necessary
g) orders photographic supplies and film for the department

Photography	**Rolls**	**Prints**
35mm color	1,501	22,651
35mm black and white	116	436
2¼ color	49	519
2¼ black and white	27	352
35mm slides	84	N/A
4 x 5's	94	182
Special Projects	365	10,192
Total	3,237	34,332

Firearms Section: Firearms examinations deal with answering questions relating to the use of firearms in the commission of a crime. The examinations include identifying the gun from which a questioned bullet was fired, functional and operational tests of firearms, determination of the distance from which a shot was fired by gunpowder, shot pattern tests, and the determination of the type of weapon used in firing a questioned bullet or cartridge case.

Toolmark identification, by using the same principles used in firearms identification, can identify the tools that made the marks left by pry bars, screwdrivers, chisels, hammers and other objects used by criminals at the scene of a crime.

Serial number restoration is a method of restoring obliterated numbers, identifying altered or restamped serial numbers in metal objects by use of chemical means and microscopic examination.

Firearms Identification	
Firearms Examinations	5,584
Items Examined	837
Gunpowder Residue Examinations	
Gunpowder Residue Exams	25
Items Examined	290
Toolmark Identification	
Toolmark Examinations	56
Items Examined	15

Latent Fingerprint Section: The Latent Fingerprint Section is capable of examination of most items, regardless of texture, for latent fingerprint impressions by powder and chemical means.

Fingerprint examination provides law enforcement with the only unchangeable and infallible means of positive identification. Being adapted to the field of criminal identification, the fingerprint presents a means of identifying offenders by the examination of tiny, almost indescernible impressions left carelessly behind.

In addition to its criminal application, fingerprints are used to identify missing persons and resolves uncertainty by establishing the identity of victim(s) involved in tragic accidents.

Footwear/tire comparison is the examination of class and accidental characteristics found on the thread of the respective item. The State Police Crime Laboratory is presently improving its capabilities in this area.

Fingerprint Processing	
Items Examined	4,947
Items Processed	2,216
Fingerprint Comparison	
Comparisons	11,039
Cases	173
Footwear/Tire Comparisons	
Items Examined	81
Cases	20

Forensic Chemistry Section: The Forensic Chemistry Section of the Crime Laboratory is responsible for the examination, identification and comparison of several types of physical evidence that are encountered in criminal investigations. The technical capacity in each area is to be improved in the coming year with the acquisition of new instrumentation and the hiring of additional personnel.

Capabilities of the Forensic Chemistry Section is as follows:

Blood

—Determination of the presence of blood in trace amounts and in visible stains on clothing, weapons, vehicles, etc.
—Determination of the species of bloodstains
—Determination of the blood group (ABO) of bloodstains

Seminal Fluid/Sperm Cells

—Determination of the presence of seminal fluid/sperm cells on clothing, bedding, objects, etc.
—Determination of the blood group (ABO) of seminal fluid stains

Saliva

—Determination of the presence of saliva on various objects
—Determination of the blood group (ABO) of saliva stains

Hairs

—Determination of the species of hairs
—Determination of body area of origin of human hairs
—Comparison of hair samples to determine possible common source of origin

Fibers
—Identification of fibers
—Comparison of fiber samples to determine possible common source of origin

Paint
—Identification of paint on clothing/tools etc.
—Comparison of automotive/structural paint samples to determine possible common source of origin

Glass
—Identification of glass on clothing/tools, etc.
—Comparison of glass samples to determine possible common source of origin

Urine, Feces
—Identification of urine and feces on clothing, bedding, objects, etc.

Hair and Fiber Examination	
Items Examined	4,650
Cases	174
Serology Examinations	
Items Examined	7,508
Cases	183
Paint/Glass Examinations	
Items Examined	981
Cases	59

Field Force: The Field Force of the Maine State Police is divided into two divisions, with each division being commanded by a division captain.

The division captains are charged with the planning, coordinating and directing of the activities within a respective division. Responsibilities include: periodic inspections of property and personnel; and insuring State Police officers work in harmony with other law enforcement agencies.

The following is a breakdown of the Field Force:

Division I
Troop A (Scarborough)—responsible for York and southwest Oxford counties
Troop B (Scarborough)—responsible for Cumberland, southwest Androscoggin and central Oxford counties and Interstate 95 from Scarborough to Brunswick.
Troop D (Thomaston)—responsible for Sagadahoc, Knox, Lincoln, Waldo, southern Kennebec and central Androscoggin counties, and Interstate 95 from Brunswick to the Gardiner toll of the Maine Turnpike.
Troop G (Scarborough)—responsible for the Maine Turnpike.

Division II
Troop C (Skowhegan)—responsible for Franklin, Somerset, northern Kennebec and northern Androscoggin counties, and Interstate 95 from Augusta to Newport.
Troop E (Orono)—responsible for Penobscot and Piscataquis counties and Interstate 95 from Newport to Sherman.
Troop F (Houlton)—responsible for Aroostook County, and Interstate 95 from Sherman to Houlton (Canadian Border)
Troop J (E. Machias)—responsible for Hancock and Washington counties.

First Field Division: The First Field Division used its resources toward increasing the effectiveness of criminal and traffic investigations during 1987. The division, which is comprised of Troops A, B, D and G, investigated 2,867 criminal cases during the year—an increase of 265 cases reported to the Maine State Police First Field Division from the previous year.

Troop A (York and Southwest Oxford counties) has instituted a new computer system. This system enables the troop commander to keep track of crime and accident trends, inventory and officer work production. Also recorded by computer are enforcement problem areas, personnel complaints, officer assignments and reports.

Addressing the drunk driving problem was a top priority of Troop A during 1987. High incidence areas were identified and special enforcement details were utilized. The breath-alcohol testing van was used at OUI roadblocks. This type of high-visibility enforcement has been effective not only in drunk driver arrests, but also as a means of prevention and public awareness.

Troop B (Cumberland, Southwest Androscoggin and Central Oxford counties, Interstate 95 from Scarborough to Brunswick) had an active, safe and productive year. Incident based reporting indicated that the 21 officers assigned to the troop responded to 4,552 calls for service. The troopers investigated 1,472 traffic accidents, including 20 fatal crashes.

Troop G (Maine Turnpike), in order to provide the maximum level of highway safety, has established four primary objectives:

1) Maintain an acceptable level of compliance with the National Maximum Speed Limit (55/65 m.p.h.).
2) Reduce alcohol-related accidents through increased enforcement of Operating Under the Influence of Alcohol/Drug violations.
3) Reduce the number of commercial vehicle related accidents.
4) Increase the number of drug-related arrests and drug seizures from motor vehicles using the Maine Turnpike.

Troop G has continued training additional troopers in Patrol Drug Interdiction techniques which have resulted in several major drug cases being initiated.

During the last quarter of the year the troop made drug-impaired driving a priority. Increased availability of roadside alcohol screening devices will aid troopers in evaluating suspected drug-impaired drivers by eliminating alcohol as a factor. These screeners will also be beneficial in detecting alcohol use by operators of commercial vehicles.

In addition to its traffic-related responsibilities, Troop G investigated 482 criminal and 134 civil cases.

1987 brought the computer age to Troop D (Thomaston). The troop received a computer system to assist with its incident based reporting. The troop continued to be one of the most active in the state in all phases of law enforcement. With over 1,000 new criminal investigations during the year, the troop was the second busiest in the agency. Because of the huge influx of summer tourists, troop personnel were involved in providing law enforcement services at major tourist attractions along the mid-coastal area. In June one of the troops' canine handlers was shot and wounded while tracking burglars through woods. Three suspects were later captured.

Second Field Division. Troopers in the Second Field Division continued to provide a full range of law enforcement services to the inhabitants of Northern and Eastern Maine. 1987 saw the implementation of some new law enforcement programs and the continuation of some longer range efforts already in place.

The safety of the traveling public has continued to be a primary concern within the Division. Special concerted efforts have been directed to the drinking/drugged driver and the speeding motorist—the major contributors to Maine's highway death rate. Approaches used to combat the problem include speed and O.U I. enforcement details in specially targeted areas, public information and education programs, officer awareness and training programs.

Labor relations problems have been the focal point of major concerns and efforts. For instance, Troop C (Skowhegan) has borne the brunt of the State Police's public safety efforts during the lengthy and ongoing strike at the International Paper Company plant in Jay.

Trooper Brian Theriault of Troop E (Orono) was selected as Trooper of the Year for 1987. Trooper Theriault has consistently been held in high esteem by his fellow officers and by the people in his patrol area. He had been nominated for the award on three separate occasions.

Internal Affairs. The Maine State Police Internal Affairs Division is responsible for the investigation or the administration of investigations of all allegations of misconduct on the part of State Police Officers. The Division processed 111 complaints during 1987. Close liaison was maintained with the various members of the criminal justice community as well as with members of the private and business sectors.

Automation of data pertaining to Division activities continued. This statistical data provided assistance in the overall management of agency operations.

Organized Crime Unit. When the new law creating the Bureau of Intergovernmental Drug Enforcement took effect at the end of September, 1987, the realignment of the various units making up the OCU was established. The role of the State Police Drug Unit and the joint DEA/State Police Anti-Smuggling Task Force were assumed by the Bureau. The other units that made up the Organized Crime Unit were assumed by the three criminal investigation divisions that make-up the Maine State Police Criminal Investigation Division (CID).

Gambling Investigations: The Licensing Section of the Maine State Police is responsible for the enforcement, licensing and administration of over 885 Beano and Games of Chance organizations Statewide. It also maintains close and effective cooperation with other law enforcement agencies.

Routine inspections of licensed games are made as frequently as possible with all complaints fully investigated.

Summary of enforcement activities for 1987 included, but were not limited to:

2262 Administrative Hours
8 Court Hours
301 Investigations (complaints) for a total of 549 hours
102 Premise Inspections for a total of 195 hours
161 Special workshops or audits for a total of 290 hours
66 New application investigations for a total of 188 hours
8 Speaking Assignments for a total of 16 hours

Summary of licensing activities for 1987:

Beano and Bingo

—Total Beano organizations licensed—439
—Total number of Beano licenses issued—4,133
—Total revenue received by State of Maine from license fees—$50,353
—Total operating expenses for 1987 year—$25,565
—Surplus from Beano license fees for 1986-87 year—$24,787

Games of Chance

—Total Games of Chance organizations licensed—457
—Total number of Games of Chance licenses issued—9,436
—Distributors licensed—10
—Total revenue received by State of Maine from Games of Chance license fees—$200,270
—Total operating expenses for 1987 year—$121,317
—Surplus from Games of Chance licenses for 1986-87 year—$78,952

The State Police accepts applications, investigates backgrounds and issues licenses for private investigators and private security guard services.

Similar background investigations are conducted for non-resident concealed weapon applicants plus ex-felons who may only apply for non-concealable firearms permits.

	Private Investigators	**Assistant Private Investigators**	**Private Security Guard Agencies**
New	42	12	14
Renewal	128		50

	Non-Resident Concealed Firearm	**Possession by Ex-Felon**
New	276	14

Special Investigations.

Executive Security: Officers assigned to the Executive Security section of the Unit are given the responsibility of providing security to the Governor. In addition to their assigned duties, the officers also provide security to visiting dignitaries, the Senate and House of Representatives and various hearings as the particular situation or need dictates.

Attorney General's Investigations: Officers assigned to the Attorney General section of the Unit are assigned primarily those cases referred to the Investigative section and involve a typical criminal complaint, including the investigation of government officers, physicians, and attorneys charged with malpractice and other offenses of an administrative nature.

In 1987 the three state police investigators assigned to the Attorney General's Investigation Division were assigned 18 new cases. 43 cases were carried over from previous years for a total caseload of 61. Of these, 25 cases were closed to prosecution, turned over to other agencies, or were determined to be unfounded. Four cases involved indictments, six are under attorney review, and 26 cases are under active investigation. Stolen property recovered was valued at $102,000, and fines amounted to $7,000.00.

The three officers logged 105,000 miles and worked 6,070 hours. One officer assisted the Drug Enforcement Unit on several cases involving surveillance, arrests and execution of search warrants. Two officers assisted the Criminal Division on a missing person case involving a suspected homicide.

Support Services. The Support Services Division, directed by a captain, administers the following functions: Communications, Management Information Systems, Planning & Research, Community Relations, Traffic and Safety, and Training/Special Services.

Communications and Radio Maintenance.

Communications: The Maine State Police, Communications Division, located at State Police Headquarters in Augusta, functions as a support service to law enforcement statewide on a twenty-four hour basis. Its primary responsibilities include, but are not limited to:

1. Provide radio dispatch for the Maine Department of Public Safety (State Police, State Fire Marshal, Liquor Enforcement, Capitol Security and the Criminal Justice Academy), the Department of Marine Resources, and the Department of the Attorney General as well as several other State and federal agencies.
2. Act as a receiving point for complaints from the public on traffic accidents and reported crimes.
3. Record pertinent data of and make assignments to investigate these complaints and motor vehicle accidents.
4. Relay police type information to the police community through general broadcasts over the police radio systems.
5. Provide general information and direction to the public upon request.
6. Seek information for and assist all units on the radio system in any way possible so they might be more effective in accomplishing their tasks.
7. Operate and maintain a computerized message switch for the transmission of police teletype messages throughout the State and the Nation.

Management Information Systems Office. The Management Information Office is responsible for accurate and timely reporting of business and statistical systems for the Department. The areas of responsibility include: data entry, operations, program development, and program maintenance. In addition, the unit is responsible for the Incident Based Reporting system and the Manpower Allocation Programs.

Planning & Research. The Maine State Police Planning and Research Office has as its prime functions:

1. Provide management support at both the administrative and operational levels.
2. Continual evaluation of current agency operations and programs to determine if they are meeting the intended organizational goals.
3. Responsibility for carrying out a continuing program of research and planning projects of a variety of types to strengthen the operations of the Maine State Police and to improve its effectiveness and efficiency in the future.
4. Responsibility for providing inputs into State and federal plans for research and for planning projects and securing special grants for such purposes, in addition to the preparation of Agency and inter-agency plans.
5. Responsibility for carrying out the established priorities for research as determined by the Chief of the Maine State Police.

Responsibilities include:

1. Focus time and attention on administrative and procedural planning as well as operational planning.
2. Provide its full resources to any commander or staff member. Assists any member of the Maine State Police or allied police agency when called upon for its many varied services. Furnishes the public with services which fall within its jurisdiction.
3. Perform detailed research and special studies relating to agency operations, including coordination of State Police evaluation projects.
4. Make recommendations relative to present and future needs. Studies and analyzes existing trends.
5. Writes projects; prepare initial budgetary data and coordinate all federal funding through the National Highway Traffic Safety Administration.

Community Relations.

Community Relations Office: During 1987, the Community Relations Office (CRO) continued to be staffed with one uniformed Maine State Trooper as efforts continued in the areas of public education, recruitment, and enhancement of the State Police image.

PUBLIC SAFETY

The Community Relations Office addressed such public safety issues as OUI Prevention/Enforcement, Safety Belts, Child Safety Restraints, 55 mph National Maximum Speed Limit through speaking engagements, mass media interviews, and public service announcements. The CRO assisted in the development of television spots targeting Safety Belt Usage, Marijuana Eradication, Halloween Safety, and Recruiting. A recorded radio spot was produced on Drug Abuse, and radio announcements were prepared on Marijuana Eradication, Recruitment and Pedestrian/Jogger Safety Reflectors.

The CRO assisted the Personnel Office on State Trooper Recruitment. Intensive efforts were made to attract more and better qualified men and women to careers with the Maine State Police.

Supply. The Supply Office is responsible for the purchase, storage, and distribution of clothing, office supplies, office equipment, departmental forms and support equipment to approximately 500 sworn and civilian members, as well as supplying forms, intoxilyzer materials and other related items to municipal police departments and county sheriff offices. The Supply Office has implemented a computer system for all inventory control. Supply is also responsible for obtaining any new products that could be beneficial to the Department, and with the aid of field personnel, tests these products for economic and durability factors.

Traffic & Safety. The Traffic Division is responsible for the administration of Accident Reconstruction, Accident Records, Air Enforcement, Commercial Vehicle Enforcement, Fleet Safety Program, Hazardous Materials, and Motor Vehicle Inspection.

Accident Reconstruction: The Accident Reconstruction Program continues to be active and, like many other programs, has been effected by promotions, transfers, and current working schedules and contracts.

The reconstruction program has completed nine years with over 2,000 reconstruction cases logged, and averages slightly more than 200 cases each year, ranging from speeding to motor vehicle manslaughter. Although all reconstructionists are assigned duties with the Field Troops, the technical, supervisory, and administrative functions of all reconstructionist activity are assigned to the Traffic Division and the Senior Accident Reconstructionist Specialist.

(All active reconstructionists were given written exams, and practical exercise exams, during the first quarter of 1987 in order to insure their continued proficiency and qualifications. This is to be an annual, mandatory part of the program so that we will be able to maintain the foundations that allow our reconstructionists to continue to qualify to give testimony in the courts.)

Accident Records: The Accident Records Section is maintained in compliance with Maine Motor Vehicle Laws, and as such receives, reviews, processes, and maintains files of all accidents reported in Maine. Reports from every police agency in the State, are checked for completeness, accuracy, and compliance with the guidelines of the Accident Reporting Manual.

All reports, more than 35,000 annually, are kept in microfilm files and are made available to interested parties in compliance with the Maine Law. Annual sales of accident report copies exceed $30,000.

The Accident Records Section also maintains separate files on all fatal motor vehicle accidents and is responsible for daily updates of fatal accident statistical data. Constant coordination is maintained with the Bureau of Safety, the Governor's Highway Safety Representative, the Maine Department of Transportation, and the Department's Data Processing Unit to insure up to date accident data.

Air Wing: The State Police Air Wing consists of two full time pilots with duties including: aircraft enforcement of the national maximum speed limit, marijuana eradication, coastal smuggling, aircraft smuggling, aircraft theft, criminal surveillance, aerial searches, administrative transportation, maintenance of aircraft, proficiency training, and instruction to other agencies. The State Police aircraft are based in the greater Portland area, with a state-wide response time of 1 hour in most cases.

Marijuana eradication took up most of July, August, and September with the Air Wing instructing at a Federal Drug Enforcement Administration (DEA) sponsored Eradication School in Waterville.

Commercial Vehicle Enforcement: The Commercial Vehicle Enforcement Unit has the responsibility of enforcing the size and weight laws as they apply to commercial vehicles. During 1987, this Unit weighed 75,000 trucks and checked 116,000 for compliance. The two weigh stations in Kittery and York are open and in regular use. These areas are used primarily by the State Police but are often used in conjunction with the Federal Office of Motor Carrier Safety, Marine Patrol, and other State and federal organizations.

During calendar year 1987, the Motor Carrier Section registered and issued operating permits to 6,533 for-hire motor carriers, which include 5,759 carriers operating in Interstate Commerce and 774 in Intrastate Commerce. Vehicle Identification Stamps were issued for 167,658 interstate trucks and 3,187 intrastate trucks being operated by motor carriers. 4,764 temporary telegraphic authorities were sent to motor carriers in order to expedite legal movement of their vehicles into or through the State. Revenue from Motor Carriers Operations was $1,615,313.00, a twenty-five percent increase over calendar year 1986.

The members of the Traffic Division inspected 4,686 commercial motor vehicles for compliance with the safety rules. Of these, there were 3,636 vehicles placed out-of-service for defects or driver noncompliance with the safety rules. 18,106 defects were detected during these inspections. Many of the inspections were the direct result of special details conducted throughout the State with funds received from the federal MCSAP (Motor Carrier Safety Assistance Program).

Fleet Safety Program: The Director of the Traffic Division also serves as the Chairman of the State Police Fleet Safety Board. All fleet accidents and reports of fleet vehicle damage are forwarded to the Fleet Safety Board for review, and those records are maintained within the Traffic Division.

The Fleet Safety Board, made up of sworn personnel, reviews all reports in compliance with State Police Policy and makes decisions regarding the preventability of the events. The Board also makes frequent recommendations to the Chief regarding overall fleet vehicle safety.

Individual officer files are also maintained by the Board and it is these files that are the basis for the issuance of the Safe Driver Award pins that are worn on the State Police Uniform.

Hazardous Materials: The Traffic Division continues to be involved in hazardous materials safety and enforcement. The major concerns for the Traffic Division is the safe transportation of hazardous materials over the highways. The Hazardous Materials Coordinator works cooperatively with Maine Department of Environmental Protection and the Maine Bureau of Civil Emergency Preparedness on matters concerning the overall safety of the public.

Motor Vehicle Inspection: The Motor Vehicle Inspection Unit, consisting of nine uniformed officers, is responsible for the monitoring and licensing of the 1,983 inspection stations and 7,180 certified inspection mechanics in the State. The inspection officers must inspect each of the 2,250 school buses twice a year. Their duties also include motor vehicle inspection complaint investigations, speaking engagements, vehicle autopsy, accident reconstruction, and providing instructors at the Maine Criminal Justice Academy.

Working in conjunction with the Maine Department of Education, the Unit promoted school bus safety through classroom training sessions and bus rodeos throughout the State.

Inspection sticker sales for 1987 are as follows:

Motor Vehicle	1,048,539
Motorcycle	27,719
School Bus	6,763
Trailer	859
TOTAL SALES	1,083,880
Total dollar amount of all sticker sales	$541,940

Training/Special Services.

State Police Training: The primary training program is the Maine State Police School which prepares recruits to perform the responsibilities of State Police Trooper. The School is staffed by a cadre of State Police officers who administer the 18-week education and training program required for recruits who comprise a training troop.

In addition to various in-service training programs, the State Police Training Officer coordinates women and minority recruitment programs, law enforcement orientation programs for high school students, and State Police participation in the NESPAC (New England State Police Administration Compact) Non-Commissioned Officers Academy.

The Training Staff was busy with the applicant process during the fall of 1987 for the 41st Training Troop scheduled to start April 1988.

Support and instruction were provided in the areas of:

1. The Maine Warden School.
2. Three Municipal/County Basic Police Schools.
3. Five Corrections classes.
4. Student Law Enforcement Program.

5. Administration of Physical Aptitude Test (PAT's) for applicant and special team members.
6. Classes to various fire and ambulance services on Motor Vehicle Law.
7. New Law update at 15 off-campus locations.
8. Instruction at the New England State Police Schools (NESPAC), FTO, NCO and Homicide.
9. Coordination of the applicant process for the 41st training troop.
10. Two full-time canine trainers, provided training to State, County and Municipal K-9 Teams throughout the year.
11. Two Women's Orientation Programs were conducted at the Academy.
12. Firearms Re-qualification for all members of the department.
13. Participated in several career day activities at the high school and college level.

Foremost, during the year, was the development and presentation of a program on Acquired Immune Deficiency Syndrome (AIDS Training), which was delivered to over 500 members of the law enforcement community.

Special Services: State Police Special Services is comprised of the Canine Unit, Hostage Negotiation Team, the Tactical Team, and the Underwater Recovery Team.

Canine Unit: The Maine State Police Canine Unit increased its activity by over 230 calls during 1987.

The activities were broken down as follows:

Tracking	425 calls
Drug Searches	209 calls
Backing Up other officers (During life threatening situations)	139 calls
Deterrent (People stopped violent behavior on sight of dog)	89 calls
Building searches	55 calls
Evidence searches	59 calls
Cadaver searches	10 calls

The Canine Team conducted 188 public demonstrations to enhance the image of the Maine State Police and to help deter crime.

Total use of the Canine Unit, 1987	1,180 calls

Tactical Team: The Maine State Police Tactical Team consists of specially trained Troopers who, for the most part, are centrally located within the State in order to ensure maximum Team mobility. The purpose of the Team is to respond to extreme emergencies in which serious injury or death could neutralize the effect of any person(s) threatening the lives and safety of the public.

The Team responded to numerous requests for assistance from local, county, and State agencies with requests ranging from:

—Armed individuals
—Barricaded individuals threatening the lives of others or the public
—Hostage situations

The Team was able to accomplish each mission without injury or loss of life.

Underwater Recovery Team: The Maine State Police Underwater Recovery Team (URT) conducted six operational dives and five training dives during 1987. Recovered were two drowning victims, a stolen gun, and two stolen motor vehicles. Two new divers were added to the team to replace those who resigned to become canine handlers.

LICENSES, PERMITS, ETC.:

License:

BEANO—GAMES OF CHANCE—Private Investigators, Security Guards and Weapon Licensing

The Department reviews applications and, upon qualification issues licenses for private investigators under MRSA, Title 32, Section 6051-6066 and for security guards under Title 32, Section 3761-3783.

PUBLICATIONS:

Laws, Rules and Regulations Relating to Games of Chance (Free)
Laws, Rules and Regulations Relating to Beano (Free)
Motor Vehicle Inspection Manual ($3.50)
Personal Property Record & Inventory (Free)
Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)
The Maine Department of Public Safety (Free)
The Maine State Police "Annual Report" (Free)
Private Investigator (Free)
Private Security Guard (Free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,890,072	4,289,260	1,652,562	5,773,703	174,547	
Health Benefits	756,331	7,103	106,879	634,665	7,684	
Retirement	4,158,077	950,217	537,713	2,613,653	56,494	
Other Fringe Benefits	135,498	1,169	18,095	114,569	1,665	
Computer Services—State	137,495		523	136,972		
Other Contractual Service	2,704,574	171,698	204,431	2,260,723	67,722	
Rents	173,561	1,027	578	171,894	62	
Commodities	383,323	8,233	29,090	340,810	5,190	
Grants—Subsidies—Pensions	1,059,532	72	6,213	1,053,247		
Equipment	2,129,078	10,363	228,547	1,763,234	126,934	
Interest—Debt Retirement	1,632		6	1,613	13	
Transfers to Other Funds	368,768		59,644	301,110	8,014	
TOTAL EXPENDITURES	23,897,941	5,439,142	2,844,281	15,166,193	448,325	

PUBLIC UTILITIES COMMISSION

CHARLES A. JACOBS, ADMINISTRATIVE DIRECTOR

Central Office: 242 State St., (Old M.V. Bldg.), Augusta; *Floor:* 2 *Telephone:* 289-3831
Mail Address: Statehouse Sta. #18, Augusta, Maine 04333-0018

Established: 1913 *Sunset Termination Scheduled to Start by:* June 30, 1995

Reference: Policy Area: 01; *Umbrella:* 65; *Unit:* 407; *Citation:* 35-A M.R.S.A., §103-7

Average Count—All Positions: 67 *Legislative Count:* 65

Organizational Units:
Administrative Division
Legal Division
Finance Division
Consumer Assistance Division
Technical Analysis Division

PURPOSE: The Public Utilities Commission's purpose is to protect the public by ensuring that utilities operating in the State of Maine provide adequate and reliable service to the public at rates that are reasonable and just. The Commission is a quasi-judicial body which rules on cases involving rates, service, financing, and other activities of the utilities it regulates. The Commission also has investigatory and rulemaking authority. The Commission currently has jurisdiction over 150 water utilities, 15 electric utilities, 1 gas utility, 19 telephone and telegraph utilities, 4 water carriers, 3 resellers of telephone services, radio common carriers, cocots and cellular service providers.

The Commission is divided into five operating divisions with respective powers and duties as follows:

Administrative Division. The Administrative Division is responsible for fiscal, personnel, contract and docket management, as well as physical plant. The Division provides support services to the other divisions and assists the Commission in coordinating its activities. The Division has primary responsibility for public information and assists the General Counsel of the Legal Division in providing information to the Legislature.

Included within the Administrative Division is the Word Processing Section, Hearings Reporters, and the Information Resource Center.

Consumer Assistance Division. The Consumer Assistance Division (CAD) receives, analyses and responds to complaints from Maine utility customers. The CAD assists individual customers in resolving their disputes with the utility and analyzes those complaints to determine what utility practices, if any, need to be corrected. When a utility practice is identified that requires correction action, it is brought to the attention of the utility for appropriate resolution.

Legal Division. The Legal Division represents the Commission before federal and State appellate and trial courts and agencies. It provides hearings examiners and staff attorneys in cases before the Commission and assists in preparing and presenting Commission views on legislative proposals. Examiners preside over Commission proceedings, rule on questions of procedure and evidence, and prepare written recommended decisions for the Commission. Staff attorneys organize and present the staff's case before the Commission, cross-examine the cases of other parties, file briefs on the issues, and engage in negotiations with the parties for the settlement of all or some of the issues in a case. Complete legal services are provided by the Division on all legal aspects of matters within the Commission's jurisdiction from major rate cases to individual consumer complaints.

Finance Division. The Finance Division is responsible for conducting financial investigations and analysis of telephone, electric, gas and water utilities, and for conducting other research about Maine utilities. The Division analyzes all applications of utilities to issue stocks, bonds or notes. The Division prepares testimony and other material concerning fuel clauses, cost of capital, rate base, revenues, expenses, depreciation and rate design for rate cases. The Division assists in the preparation of questions for cross-examination on accounting and finance matters, presents direct testimony, evaluates rate case exhibits and advises the Commission on financial and economic issues.

Technical Analysis Division. The Technical Analysis Division analyzes the technical aspects of filings made by utilities. Specifically, the Division analyzes and evaluates rate design exhibits, assists in the preparation of engineering related cross-examination and provides expert witnesses in rate proceedings. The Division prepares and reviews cost allocations and rate studies, reviews plans and specifications on all major utility construction projects, conducts on-site inspection of system improvements, advises the Commission and CAD regarding line extensions, inspects gas pipelines to ensure safe operations and conducts on site investigations of gas explosions and electrical accidents involving loss of human life. Finally, the Division reviews standards of service, utility reports, fuel clauses and fuel generation rates, using computer modeling techniques where appropriate.

ORGANIZATION: The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and conferred upon the Public Utilities Commission all powers vested in that Board, as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motor buses or trucks transporting passengers or freight for-hire over any street or highway in Maine. Pursuant to Chapter 469 of the Public Laws of 1981, the Commission's jurisdiction over for-hire freight and passenger surface transportation was removed and transferred to the Bureau of State Police and the Department of Transportation, effective January 1, 1982. The Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay under Chapter 174 of the Private and Special Laws of 1963.

Chapters 207 and 617 of the Public Laws of 1983 specifically exempted dealers of gas in liquid form from Commission jurisdiction, which had not been previously exercised. Central tanks serving more than 10 customers are still subject to PUC jurisdiction. Chapter 304 of the Public Laws of 1983 deregulated one-way paging service. Chapter 802 of the Public Laws of 1983 conferred PUC jurisdiction over cable TV systems providing service like telephone companies and pole attachment charges for cable TV systems.

The present Public Utilities Commission consists of three members appointed by the Governor subject to review by the Legislative Committee having jurisdiction over public utilities and to confirmation by the Legislature, for terms of six years. One member is designated by the Governor as Chairman, and all three members devote full time to their duties.

PROGRAM:

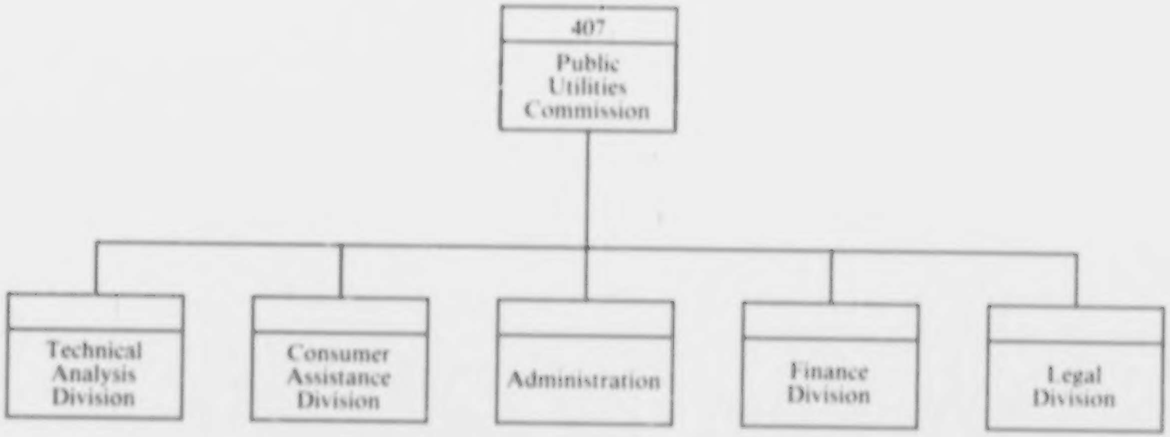
During FY 87/88 the Commission devoted a large portion of its resources to processing the Bangor Hydro-Electric Company Rate Investigation and the Central Maine Power Company Petition for Approval of Purchase of Power from Hydro-Quebec. In addition, the Commission continued to decide issues relating to the Federal Tax Reform Act of 1986, declining interest rates and changes in the telecommunications industry.

In December of 1987, the Commission issued a final order in the Bangor Hydro-Electric Company Rate Case. The order resulted in an $11 million rate decrease which helped to offset an increase in the fuel cost of approximately $16 million. The order also permitted Bangor Hydro to initiate a more flexible rate with its largest customer, LCP Chemicals. The Commission penalized the company $196,000 for inefficiencies found in the credit and collection and the conservation and demand management areas.

Central Maine Power Company refiled its Petition for Approval to purchase power from Hydro-Quebec twice. The first refiling permitted review of proposals submitted in response to CMP's RFP to fill two decrements. The second reflected CMP's renegotiation of the contract with Hydro-Quebec. A final decision in this case is now expected in January of 1989.

Maine was the only state in the country to complete necessary rate adjustments in 1987 to reflect the Tax Reform Act of 1986 and declining interest rates. The result was $50 million in rate decreases for Maine ratepayers. The Commission initiated an investigation of competition in the telecommunications industry and issued a proposed rule. The draft rule embodies a system of access charges that permit open competition where competing carriers can provide network components at costs that are equal to or less than the costs of the existing utility. The access charge structure is also designed to preserve universal service. A final rule is expected to be issued early in FY 88/89. The Commission also approved Lifeline Telephone rates for

ORGANIZATIONAL CHART
PUBLIC UTILITIES COMMISSION
UMB 65


407
Public Utilities Commission
Technical Analysis Division
Consumer Assistance Division
Administration
Finance Division
Legal Division

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
PUBLIC UTILITIES COMMISSION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,721,402	628,224	1,093,178			
Health Benefits	90,172	28,356	61,816			
Retirement	301,838	81,021	220,817			
Other Fringe Benefits	11,569	3,740	7,829			
Computer Services—State	4,719		4,719			
Other Contractual Service	723,735	53,765	669,970			
Rents	5,434		5,434			
Commodities	43,949	403	43,546			
Grants—Subsidies—Pensions	3,000		3,000			
Buildings and Improvement	49,248		49,248			
Equipment	60,949		60,949			
Interest—Debt Retirement	20		20			
Transfers to Other Funds	120,786		120,786			
TOTAL EXPENDITURES	3,136,821	795,509	2,341,312			

low-income customers. By July of 1988, approximately 30,000 residential customers were receiving reductions in their monthly telephone bills and approximately 500 customers per month were obtaining a subsidy for installation costs.

Consumer Assistance Division: During the calendar year 1987 the Commission's Consumer Assistance Division closed 4,013 contacts and complaints from utility customers. The Division issued 126 determinations of violation of the Commission's Rules. Investigations of Customer complaints by the Division resulted in refunds of $104,815.29 to customers for 1987.

Legislation: Recently enacted legislation during the 1988 session, which affects the Commission includes legislation which:

(1) Adopts the Maine Energy Policy Act of 1988 which finds that it is in the best interests of the State that electric utilities pursue a least cost energy plan which gives preference to conservation and qualifying facilities when options are otherwise equivalent; and, authorizes the recovery of the capacity component of purchased power in the fuel clause.

(2) Allocates previously existing funds in the PUC Regulatory Fund to provide funding for a computer system and appropriates additional funds to provide funding for two additional positions associated with the computerization of the PUC.

(3) Authorizes the Commission to allow the recovery in rate base of electric utility investments in conservation.

(4) Clarifies the status of Commission meetings and certain records under the Freedom of Access Law.

(5) Authorizes the Commission to exempt utilities with annual revenues of less than $50,000 from assessment for the PUC Regulatory Fund and from filing an annual report with the Commission.

(6) Authorizes a referendum on a bond issue to fund the implementation of state-wide 911 service.

LICENSES, PERMITS, ETC.

Electric Utilities — Application for Certificate of Convenience and Necessity to construct or purchase generating facilities or energy.

Providers of Telephone, Electric or Gas Utility Services—Application for approval to provide telephone, electric or gas service in a municipality in which an existing utility is furnishing or authorized to furnish service upon declaration by the Commission that the public convenience and necessity requires a second public utility.

Carriers of Passengers and Freight by Water in Casco Bay — Application for Certificate of Convenience and Necessity to provide service.

PUBLICATIONS:

Annual Report to Joint Standing Committee on Utilities of the Maine Legislature. (No Charge)

Rules (No Charge)

*Decisions and Orders—(Semi-Annual Fee $73.00—mailed monthly)

*Agenda—(Semi-Annual Fee $12.00—mailed weekly)

*Docket—(Semi-Annual Fee $10.00—mailed monthly)

*There is no charge for parties or interested persons in cases.

FINANCES, FISCAL YEAR 1988: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE PUBLIC UTILITIES FINANCING BANK

H. DONALD DE MATTEIS, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta *Telephone:* 622-9386
Mail Address: 35 Community Drive, Augusta, Maine 04330

Established: 1981

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 401; *Citation:* 35 M.R.S.A., Sect. 184

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Public Utilities Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from revenues or funds available to the bank. The Bank cannot incur any indebtedness or liability on behalf or payable by the State.

ORGANIZATION: The Bank is under direction of a Board of Commissioners comprised of the Commissioners of the Maine Municipal Bond Bank who shall be commissioners ex officio. The Board of Commissioners shall elect one of its members as chairman, one as vice-chairman and shall appoint an executive director who shall also serve as both secretary and treasurer.

PUBLICATIONS:
Audit Report

FINANCES, FISCAL YEAR 1988: The State records do not contain any accounts assigned to this unit. Operating expenses will be covered by fees and charges to the participating public utility.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE

DAVID D. BROWN, CHAIRMAN

Incoming WATS: Emergency Only: 1-800-452-8735
Central Office: State Office Bldg., Augusta *Telephone:* 289-4080
Mail Address: Statehouse Station #72, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 400; *Citation:* 37B M.R.S.A., Sect. 954
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Radiological Emergency Preparedness, Chapter 444, P.L. 1981 "An Act to Establish an Emergency Radiological Response System" was enacted in June 1981. This act established the Radiological Emergency Preparedness Committee to oversee Nuclear Emergency Planning and manage annual funding which, originally was set at $50,000, but now by legislative action is $100,000 annually. The monies are obtained by a fee on nuclear reactor license holders.

During this fiscal year legislative action restructured the committee via L.D. 2343 to a 10-member body. This bill provided for more local participation.

Rulemaking (Rule Number 87-462) established secondary emergency planning zones around nuclear power plants. This rule greatly expands the work load and financial burden on the REP Committee.

The REP Committee has completed its seventh annual budget. Monies from the budget ($100,000) were used to enhance emergency public notification, communications and planning within the twenty (20) towns in the Emergency Planning Zone around the Maine Yankee Nuclear Power Plant and to modernize the State Emergency Operating Center located in the basement of the State Office Building, Augusta, Maine.

The Maine Emergency Management Agency provides the REP Committee administrative and financial services.

PUBLICATIONS:

1. "State of Maine Emergency Procedures in the event of a Maine Yankee Incident." Free to citizens.
2. Radiological Emergency Preparedness—"Handbook for emergency workers and notifier teams in the Maine Yankee Emergency Planning Zone." This handbook is directed to emergency personnel and services, not for general distribution to the public.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's FLA-BAC system.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	6,979		6,979			
Commodities	6,115		6,115			
Grants—Subsidies—Pensions	20,561		20,561			
Equipment	42,501		42,501			
Interest—Debt Retirement	3		3			
Transfers to Other Funds	19,146		19,146			
TOTAL EXPENDITURES	95,305		95,305			

ADVISORY COMMISSION ON RADIOACTIVE WASTE

REP. JAMES MITCHELL, CHAIR
COMM. DEAN MARRIOTT (D.E.P.), VICE-CHAIRMAN

Central Office: Maine State Retirement Building, Augusta *Telephone:* 289-3058, 3059
Mail Address: Statehouse Sta. #120, Augusta, Maine 04333 1-800-453-4013
Established: 1985
Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 433; *Citation:* 38 M.R.S.A., Sect. 1453
Average Count—All Positions: 14 *Legislative Count:* 3

PURPOSE:

A. Study the management, transportation, storage and disposal of radioactive waste, including low-level and high-level radioactive waste generated in or near this State;
B. Evaluate methods and criteria for siting and constructing low-level radioactive waste disposal or storage facilities;
C. Evaluate methods and criteria for siting and constructing high-level radioactive waste repositories or storage facilities;
D. Advise the Governor and the Legislature on the findings and recommendations of the commission;
E. Assist the Governor in regional efforts to manage radioactive waste; and
F. Provide opportunities for public input, disseminate information to the general public and promote public understanding concerning radioactive waste issues.

ORGANIZATION:

Membership; appointment. The commission shall consist of 14 members, who shall be appointed as follows. The Governor may appoint a person from the Executive Department, Office of the Governor; the Commissioner of Environmental Protection; the Commissioner of Human Services; and the State Geologist, or their designees shall be members of the commission. The President of the Senate shall appoint 3 Senators, 2 from the majority party and one from the minority party; one person from an organization that holds a license for the use of radioactive material; and one person from the general public. The Speaker of the House of Representatives shall appoint 3 Representatives, 2 from the majority party and one from the minority party; one person from an organization that holds a license for the use of radioactive material; and one person from the general public. The terms of legislative members of the commission shall expire the first Wednesday in December 1986, and in even-numbered years. The terms of the public member appointed by the President of the Senate and the licensee member appointed by the Speaker of the House of Representatives shall expire December 31, 1986, and every 2 years thereafter; and the terms of the public member appointed by the Speaker of the House of Representatives and the licensee member appointed by the President of the Senate shall expire December 31, 1987, and every 2 years thereafter. Notwithstanding this subsection, any public member or licensee member may be removed by the appointing authority, at the pleasure of the appointing authority and a new member may be appointed to complete the term of the preceding appointee. Members may continue to serve until their replacements are designated. Vacancies shall be filled by the appointing authority to complete the term of the preceding appointee.

The commission shall elect a chairman from its legislative membership. The Commissioner of Environmental Protection shall serve as vice-chairman.

PROGRAM: The Advisory Commission on Radioactive Waste was established as a successor to the previous Low Level Waste Siting Commission. The Commission advises the Governor and the Legislature on matters relating to radioactive waste management and has the duties specified under **PURPOSE.**

High-level Radioactive Waste. Although Maine is no longer under immediate consideration as a national high-level repository site, the Advisory Commission, fearing another change in federal policy, continued to monitor the U.S. Department of Energy's high-level radioactive waste disposal program and maintained contact with Maine's Congressional delegation on this issue. The Commission recommended that the Legislature continue to support scientific studies by the Maine Geological Survey and other appropriate agencies that have the ability to provide information on Maine's technical unsuitability as a site for a high-level radioactive waste repository. The Commission intends to keep informed of developments in the United States and abroad that may have future impacts on Maine. Through newsletters and other printed and electronic information sources and personal contacts, the Commission has and will continue to monitor technical and political developments as DOE tries to develop a repository in Nevada.

Low-level Radioactive Waste. The Advisory Commission continues to support Maine's two-track approach to low-level waste disposal, urging continued efforts to negotiate a contract or compact for out-of-state disposal and continued progress toward developing an in-state site if one is necessary. The Commission recommended that the Governor's office continue to pursue all possible avenues for out-of-state disposal of Maine's low-level radioactive waste. The Commission also recommended that the Legislature provide political and financial support for the Low-Level Radioactive Waste Authority as it undertakes the difficult assignment of siting and building a Maine disposal facility and that the Legislature and legislators individually seek to promote public understanding of low-level radioactive waste management and informed public review of the Authority's plans. The Commission produced and circulated a videotape on low-level waste and is preparing to revise it for future audiences. Fact sheets and the Commission's newsletter *UPDATE* are produced periodically and distributed to the public and media. A 49-page Low-Level Radioactive Waste Backgrounder document was produced primarily as a reference handbook for media people but is available to anyone upon request. During fiscal year 1988 the Commission members and staff provided information to the Authority with respect to facility siting and to the Department of Environmental Protection on the department's rules for low-level radioactive waste storage and/or disposal facilities in Maine. A toll free 800 telephone line is maintained to provide current information and accept messages from the public on both high and low-level waste issues.

PUBLICATIONS:

State of Maine Low-Level Radioactive Waste Activity Report, 1988—Free.
Monthly newsletter on Radioactive Waste—Free.
Backgrounder, 49-page document on Low-Level Radioactive Waste—Free.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Oil and Hazardous Materials Control, Department of Environmental Protection.

CONTINUING EDUCATION COMMITTEE (REAL ESTATE)

TERESEA HAYES, CHAIR
JAYE B. ARMINGTON, Administrative Assistant

Central Office: Stevens School, Central Bldg., Hallowell, Maine *Telephone:* 289-3735
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: September 14, 1979

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 040; *Citation:* 32 M.R.S.A., Sect. 4115B

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Continuing Education Committee (Real Estate), created effective September 14, 1979, was established to approve real estate oriented educational programs. Each biennial licensing period, actively licensed real estate brokers and salesmen must attend 12 clock hours of real estate oriented educational programs.

Upon receipt of an application for approval as a continuing education program, the committee considers the apparent ability of the program to improve the licensee's knowledge of the real estate business and to assist the licensee in keeping abreast of changing laws, regulations or practices which will affect the interests of his client. Approved programs may include in-office classes, video-tape and tele-lecture presentations, correspondence courses, professional seminars, college courses, workshops, courses designed for pre-licensure education, and other formats, subject to approval of course content by the committee. The committee in approving applications also considers the desirability of low cost programs that can be accessible to licensees in rural areas.

ORGANIZATION: The Continuing Education Committee is appointed by the Real Estate Commission. The committee consists of one member of the commission, one member from the field of education, one member representing the public and 4 licensees. Each licensee represents a different geographical area of the State, and at least one must not belong to a professional real estate trade association. Members are appointed for staggered 3-year terms, except the commission member who is appointed annually.

PROGRAM: The Continuing Education Committee held 8 meetings during the fiscal year. During this period the Committee changed roles from that of administrative to that of development. The Committee developed and disseminated course outlines for the new pre-licensure education program, effective July 1, 1988. On January 1, 1988 the Committee ceased to exist as a result of the implementation of the new Real Estate License Law.

LICENSES, PERMITS, ETC.
Program approval for continuing education credit.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

RECYCLING ADVISORY COUNCIL

JOHN MADIGAN, CO-CHAIR
TADE MAHONEY, CO-CHAIR

Central Office: 187 State Street, Augusta *Telephone:* 289-3159
Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: June 29, 1987

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 507; *Citation:* 38 M.R.S.A., Sect. 1310L

Average Count—All Positions: 13 *Legislative Count:* 0

PURPOSE: The purpose of the Recycling Advisory Council is to provide information and advice to the Office of Waste Recycling and Reduction. Through the expertise of its members, the Council will review the activities and progress of the Office as it develops the State recycling plan and serve as a resource in the development of that plan. Council members may assist the Office by participating in research, conferences, and meetings of the purpose of information collection and dissemination.

ORGANIZATION: The Council consists of 13 members, with 2 members each representing municipal governments, statewide and local environmental organizations, the recycling industry and the waste disposal industry, one member representing industrial waste generators and 3 members from the general public. The Commissioner of Environmental Protection is an ex officio member. All members, except the Commissioner, are appointed for a 3-year term. The Council is required to meet at least four times a year. Staff support to be provided by the Office of Waste Recycling and Reduction.

PROGRAM: During this year, the Council met approximately on a monthly basis. Input into the selection of the Director for the Office of Waste Recycling and Reduction was provided by various members. The Council developed and then adopted the purpose statement listed above and currently is summarizing the various strengths of each of its members in order to more properly assist the Office in preparing the State recycling and waste reduction plan. Meetings deal with existing recycling, composting and disposal operations, as well as models for recycling as a part of an integrated waste management system.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

RESIDENTIAL TREATMENT CENTERS ADVISORY GROUP

Central Office: State Office Bldg., Augusta *Telephone:* 289-4205
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 485; *Citation:* 22 M.R.S.A., Sect. 8154

PURPOSE: To consult with the Children's Residential Treatment Committee on the development of overall state policies for placement of children in need of treatment in residential treatment centers. The Children's Residential Treatment Centers Committee is composed of the Commissioner of Educational and Cultural Services; the Commissioner of Human Services; the Commissioner of Mental Health and Mental Retardation; and, the Commissioner of Corrections, or their designees.

ORGANIZATION: The Advisory Group is composed of a representative from each residential treatment center and 2 members who represent community mental health services. Additional members may be added at the request of the Children's Residential Treatment Committee resulting in the addition of a representative of the Maine Association of Directors Services for Exceptional Children.

PROGRAM: The Residential Treatment Centers Advisory Group meets on a quarterly basis, or more frequently as needed, with the Children's Residential Treatment Committee. The Advisory Group participated in the finalization of draft principles of reimbursement and rate setting procedures. These principles were promulgated during the past year and became effective in June, 1988.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

RICHARD J. McDONOUGH, CHAIRPERSON, BOARD OF TRUSTEES
CLAUDE R. PERRIER, EXECUTIVE DIRECTOR

1-(800)-451-9800
Central Office: 1 Central Plaza, Augusta *Telephone:* 289-3461
Mail Address: Statehouse Sta. #46, Augusta, Maine 04333

Established: 1947 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 411; *Citation:* 5 M.R.S.A., Sect. 1002

Average Count—All Positions: 70

PURPOSE: The major goal of the Board of Trustees of the Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and benefits to survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

The (Board of Trustees of the) Maine State Retirement System formulates policies and is responsible for the general supervision of the System including the State Group Life Insurance plan, and Survivor Benefit plan. The administrative responsibility is vested in the Executive Director who is appointed by the Board, who is also the State Administrator for Social Security as it applies to Maine's political subdivisions.

ORGANIZATION: A joint contributory retirement system covering all public school teachers, state employees (except members of the judiciary, state police officers employed before 1943, and members of the Legislature who became members after December 2, 1986), and the employees of 270 cities, towns, counties, various municipal type units, and certain educational institutions, was created by the Legislature in 1947.

The System is under the supervision of a seven-member board of trustees which is responsible for the formulation of policies and the exercise of general supervision under the statutes. Administrative responsibility is vested in an executive director appointed by the Board. Board members, who serve for a three-year term, include four members appointed by the Governor, subject to review by the Joint Standing Committee on Aging, Retirement & Veterans and to confirmation by the Senate. One of these four members shall be a retired teacher, one shall be receiving a retirement allowance as a state employee or retired participating local district employee, and two of these four members shall be qualified through training or experience in the field of investments, accounting, banking, insurance or law. The remaining three members shall include one member elected by the Maine Teachers Association, one member elected by the Maine State Employees Association, and one member appointed by the Maine Municipal Association, who is a member of the System through a participating local district. The State Treasurer is an ex-officio, non-voting member. The Board elects a chairman from its membership and designates an actuary, whose duties include the computation of all retirement benefits and the costing of requests to the Legislature in order that the System be maintained in a solvent position. A Medical Board consisting of three physicians not eligible to participate in the System is also provided for under the law.

PROGRAM: Membership in the Maine State Retirement System at June 30, 1988, was comprised of 44,955 active members (20,797 teachers, 14,919 state employees and 9,239 employees of participating local districts). In addition, there were 30,190 inactive accounts on the System's records (15,697 teachers, 10,128 state employees and 4,365 participating local district employees).

Trust fund reserves of the System at June 30, 1988, totalled $1,305,292,461.29, an increase of $171,190,461.29 over reserves at the beginning of the year. The year end composition of these reserves was as follows:

RETIREMENT SYSTEM

	Trust Fund Reserves
State Employees	$423,650,740
Teachers (Post 7/1/24)	585,979,627
Teachers (Pre 7/1/24)	(199,503,718)
Participating Local Districts	340,178,651
Consolidated Disability AD&D, & Sur-Benefits	154,987,161
Total	$1,305,292,461

The increase in trust fund reserves was reflected for the most part in the Members Contribution Fund, which was $60,059,213 more than the previous year's end balance, the Retirement Allowance Fund, which was $106,700,676 greater than at the previous year end, and the Survivor Benefit Fund, which was $4,430,572 greater than the previous year end. Of major significance to the funding integrity of the System is the continued funding for the old system teacher retirement plan; appropriations of $19,859,100 were authorized for 1987-88.

State contributions to the System during the past year totalled $150,582,238. of which $90,476,690 was made on account of teachers and $60,105,548 was made on account of state employees. Participating local district employees made contributions on behalf of employees totalling $23,276,010. Individual members made contributions totalling $55,866,375 as compared with $51,332,686 in the previous year, as may be seen by the following tabulation:

	FY 1988	FY 1987
Teachers	$28,621,088	$25,935,285
State Employees	17,701,438	16,261,554
Participating Local Districts	9,453,849	9,135,847
Total	$55,866,375	$51,332,686

Retirements processed during the last fiscal year totalled 1,028, representing 345 teachers, 412 state employees and 271 participating local district employees. This represents an increase of 261 retirement authorizations as compared with the previous year. As of June 30, 1988, there were 22,071 persons on the retirement payroll which amounted to $12,302,240. There were 7,929 teachers, 7,801 state employees, and 5,624 employees retired from participating local districts, 703 disability recipients, and 14 beneficiaries receiving accidental death benefits on the June, 1988 payroll.

Retired persons and their beneficiaries were paid retirement allowances of $143,426,113 during the year, an increase of $10,096,688 over benefits paid during the previous year. The increase was largely due to the addition of new retirees and the cost-of-living increase paid in September 1987. The cost-of-living increase was 3.7%. This cost-of-living increase was paid to all state employees, teachers, and employees of those participating districts that accepted this cost-of-living benefit.

Survivor benefit allowances are paid to survivors (spouse-children-parents) of former members of the System, whose deaths occurred prior to retirement. Total survivor benefits paid to beneficiaries under this program were $2,139,130 during the year.

Administrative expenses for the fiscal year were $2,570,803.

The retired state employee health insurance premiums totalled $3,262,837 during the fiscal year as compared to $2,904,785 during the previous year. This is an increase of 12 per cent.

During the past fiscal year staff members of the System met with numerous groups including public school teachers, state employees, and employees of participating local districts (active and retired) to review and explain the System's benefit provisions with respect to retirement, survivor benefits, disability retirement, and group life insurance.

RETIREMENT AND SURVIVOR BENEFITS

Fiscal Year Ending June 30	*Retirement Payments*	*Survivor Benefit Payments*
1988	$143,426,113	$2,139,130
1987	$133,329,267	$2,231,083
1986	$125,371,133	$2,034,197
1985	$116,707,875	$1,955,484
1984	$108,349,618	$1,955,484
1983	$ 99,371,049	$1,914,680
1982	$ 90,499,330	$1,656,799

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,230,420					1,230,420
Health Benefits	92,825					92,825
Retirement	231,852					231,852
Other Fringe Benefits	8,959					8,959
Computer Services—State	418,114					418,114
Other Contractual Service	4,480,067					4,480,067
Rents	113,190					113,190
Commodities	85,083					85,083
Grants—Subsidies—Pensions	107,080,589					107,080,589
Interest—Debt Retirement	10,477,085					10,477,085
Transfers to Other Funds	130,917,685	1,252,678		336,264		129,328,743
TOTAL EXPENDITURES	255,135,869	1,252,678		336,264		253,546,927

SACO RIVER CORRIDOR COMMISSION

MARGARET M. ROY, EXECUTIVE DIRECTOR

Central Office: Main Street, Cornish, Maine *Telephone:* 625-8123
Mail Address: Box 283, Cornish, Maine 04020
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1995
Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 412; *Citation:* 38 M.R.S.A., Sect. 954
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. "An Act to Establish the Saco River Corridor" states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of flood and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of land and water within this area." The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency responsible for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under the provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

ORGANIZATION: The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, with a staff presently consisting of an Executive Director and a part-time administrative assistant which provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM: In order to promote orderly growth within the Corridor, the "Saco River Corridor Act" established a permit procedure for development activities within the statutorily defined corridor. The Commission staff provides assistance to applicants both in working out a reasonable and acceptable site plan and in completing the necessary permit application form. During this fiscal year, the Commission conducted 21 public hearings and considered 106 applications for permits or variances. The Commission also considered 11 amendments to permits or variances previously granted and considered 3 requests for reconsideration. During the past year, Commission staff travelled 1,795 miles in performing site inspections and other Commission business.

The figures cited above, reflect the continuing surge of development activities within the corridor. The development proposals reviewed by the Commission in the past year continue to reflect a diversity of uses for the river and its adjacent lands, and the Commission's discussions and decisions regarding various applications are, in part, a reflection of a major purpose of the Saco River Corridor Act: the assurance that diversity of use is balanced by the avoidance of the mixture of incompatible uses.

This year the Commission, after public hearing and review of written comments, amended several of its procedural regulations and adopted additional performance standards governing road construction within the corridor and governing expansion of non-conforming structures and uses. In addition, the Commission began a review of the environmental criteria for granting permits in an attempt to further define its responsibilities in the permit review process. Finally, in an attempt to better assure compliance with the Saco River Corridor statute, the Commission has begun a more formalized enforcement effort.

Of continuing concern to the Commission and its staff is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. The Commission staff continues to assist valley citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the community and its neighbors are without professional town managers and other full-time local government officials, the Commission staff is often sought by the area citizens to provide direction or advice concerning environmental laws and regulations.

In summary, the Commission's first responsibility continues to be protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

LICENSES, PERMITS, ETC.

Permits:
- Building — within the statutorily defined corridor
- Filling — within the statutorily defined corridor
- Excavating — within the statutorily defined corridor

PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" ($5.00).
2. *The Saco River Corridor: The View From the Valley* — the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of $6.00.
3. Informational pamphlet (free).

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries, Wages & Benefits	$23,922.52	$15,000.00				$8,922.52
Rent	3,300.00					3,300.00
Operating Expenses	5,463.97					5,463.97
Utilities	381.79					381.79
Contractual Services	2,897.90					2,897.90
Capital Supplies	1,401.68					1,401.68
TOTAL EXPENDITURES	$37,367.86	$15,000.00				$22,367.86

COMMISSION ON SAFETY IN THE MAINE WORKPLACE

CHARLES WEEKS, CHAIR
JOHN FITZSIMMONS, VICE CHAIR

Central Office: State Office Bldg., Augusta *Telephone:* 289-4291
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: July 1, 1985 *Sunset Review Required by:* None Established
Reference: Policy Area: 04; *Umbrella:* 92; *Unit:* 489; *Citation:* 39 M.R.S.A., Subsec. 194B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Safety in the Maine Workplace was created by 1985 Public Law, Chapter 372, to consist of knowledgeable citizens who will examine safety attitudes, programs and procedures in Maine's workplaces; and identify initiatives to reduce the frequency, severity and cost of work-related injuries and illnesses; and to promote and improve best-practice safety programs. The Commission is charged with making recommendations to the Legislature, the Governor, educators, safety professionals, employers and workers on a continuing basis, for actions that will improve employer, worker and public attitudes toward safety in the workplace. It seeks to create continuing public/private and employer/employee partnerships in the area of workplace safety and health. The Workers' Compensation Reform Act of 1987 (Public Law chapter 559, effective 11-20-87) added the responsibility for reviewing requests made by employers, to the Safety Loan Fund, which had previously been within the purview of the Occupational Safety Loan Review Panel.

ORGANIZATION: The Commission consists of not more than twelve members, three with expertise and professional qualifications in the field of occupational safety and health, two representatives of private employers, two representatives of employees, and additional members as the Governor deems necessary and appropriate, all knowledgeable in the area of workplace safety. The Commissioner of the Department of Labor is an ex officio member and serves as Vice Chair.

PROGRAM: The Commission submitted recommendations to the Governor and the Legislature suggesting (1) an increase in consultation and training programs; (2) better coordination of the state agencies involved in safety and health; (3) inclusion of occupational safety and health education in the K-12 curriculum; and (4) revision of Insurance laws to provide a better reward in terms of lower workers compensation insurance costs to employers with good safety records. These recommendations were reinforced in several ways, including meeting with the Superintendent of Insurance and testimony by the Comission Chair before the Legislature's Committee to Study the Costs of Workers' Compensation Benefits. A number of the Commission's recommendations were a part of the Workers' Compensation Reform Act of 1987, which came out of a Special Session ending in November 1987.

This Act also provided the Commission with permanent status and combined its original duties with those of the Safety Loan Review Panel. The reconstituted Commission held an organizational and planning meeting at which it also gave a favorable recommendation on a Safety Loan application.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards, Department of Labor.

MAINE SARDINE COUNCIL

JEFFREY H. KAELIN, EXECUTIVE DIRECTOR

Central Office: 470 North Main Street, Brewer *Telephone:* 989-2180
Mail Address: P.O. Box 337, Brewer, Maine 04412 *Fax:* 207-989-2154
Established: 1951 *Sunset Termination Scheduled to Start by:* June 30, 1995
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 414; *Citation:* 36 M.R.S.A., Sect. 4693
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for all but routine activities.

ORGANIZATION: In 1951, Maine sardine packers asked the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed marketing and quality control services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active packers appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was then established. The Council was charged with responsibility for administering the various industry development programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. In 1976, the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. At the request of the industry, the tax was increased to 30 cents per case in 1981 to help make up part of the budgetary shortfall that was a result of the low volume of sardine production in 1980. Because only six companies were packing sardines in Maine, the 113th Legislature agreed to legislation that reduces the number of packers making up the Council to no fewer than five. In 1987, there were six Council members and alternates may now be appointed to make it easier for the Council to establish a quorum at their business meetings. All funds derived from the sardine tax are collected by the State Tax Assessor and earmarked for Council programs. Unexpended balances are carried over from year to year.

PROGRAM: Most of the activities of the Maine Sardine Council were pursued during FY 88 with varying degrees of emphasis as requirements and funds would permit. Since 1960 the industry has been faced with a declining supply of fish for canning and, therefore, tax income has decreased accordingly. Long-term planning has been most difficult due to the continuous uncertainty of fish supply and income. Where the Sardine Council's tax income prior to 1961 averaged from $500,000 to $600,000 a year, presently it can be projected to a maximum of approximately $300,000 barring an unexpected, but much needed and hoped for, improvement in the fish supply. Major items of expense include the financing of the Quality Control and Research Laboratory at Brewer and the development of programs to meet State and Federal requirements for pollution control, plant sanitation and safety, and the U.S. Food and Drug Administration's food inspection and labeling regulations. Recent Congressional interest in the establishment of a National Seafood Inspection Program and the negotiation of a U.S./Canada Free Trade Agreement also demanded the attention of Council staff during fiscal year 1988. In recent years, formerly active consumer and market research and advertising programs have been curtailed. During fiscal year 1987 and 1988, however, the Council developed a new quality promotion campaign, producing new promotional material for the first time in several years. Council staff also has participated in food trade shows again during fiscal year 1987 and 1988.

Fisheries Conservation and Management: Since the enactment of the Fisheries Conservation and Management Act in 1977, much staff time has been devoted to representing the Maine Sardine Industry at the New England Fisheries Management Council meetings and the Herring Oversight Committee meetings. In recent years, more emphasis has been placed on the New England coastal states' management of the herring resource inasmuch as most of the herring processed today is caught in waters under state control. During fiscal year 1987 the Maine and Canadian sardine industries established the U.S./Canada Sardine Industry Working Group whose goal is to better understand and manage the transboundary herring stocks from which both countries, the State of Maine, and the Provinces of New Brunswick realize significant economic benefits. Activities during fiscal year 1988 continued to support those goals.

Sardine Industry Production: During the 1987 season, ending January 1, 1988, the Industry saw its production of sardines decrease to 560,510 cases from the 666,000 cases packed in 1986. Steaks, kippers, and other canned herring production during 1987 continued to increase, however, from the 286,000 cases packed in 1986 to 321,668 cases packed during 1987. A conservative estimate of the wholesale value of the Maine Sardine Industry's production approached $40 million during the 1987 season, making the Maine Sardine Industry one of the most significant value-added industries in the State.

LICENSES, PERMITS, ETC.:

Maine law empowers the Maine Sardine Council to develop regulations governing the use of a State of Maine trademark when used in the processing and sale of Maine Sardines. During Fiscal Year 1987, the Council adopted a quality seal which it intends to register as a trademark of the industry both in the State and nationally.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland"—free
"Quality Maine Sardines . . . Flavor of Maine"—free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	106,220		106,220			
Health Benefits	6,407		6,407			
Retirement	20,392		20,392			
Other Fringe Benefits	421		421			
Other Contractual Service	54,404		54,404			
Rents	1,858		1,858			
Commodities	3,574		3,574			
Grants—Subsidities—Pensions	1,500		1,500			
Equipment	933		933			
Interest—Debt Retirement	4		4			
Transfers to Other Funds	7,805		7,805			
TOTAL EXPENDITURES	203,518		203,518			

MAINE SCHOOL BUILDING AUTHORITY

EVE M. BITHER, CHAIRMAN
LINDA L. SAWYER, Secretary-Treasurer

Central Office: Education Bldg., Augusta *Telephone:* 289-5902
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 20, 1951 *Sunset Review Required by:* Not Established
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 078; *Citation:* 20A M.R.S.A., Sect. 15704
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine School Building Authority was created in recognition of the fact that general diffusion of the advantages of education is essential to preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals and finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

ORGANIZATION: The Authority, established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Educational and Cultural Services. A Secretary-Treasurer is elected by the membership from the Department of Educational and Cultural Services, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

PROGRAM: Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 88 as outlined above.

Although this is an annual report for FY 88, a review of past years' activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

57 elementary schools
5 additions to elementary schools
9 high schools
2 junior high schools
4 lessees have financed additions with the aid of the Authority.
26 lessees have constructed additions to projects with local funds.
1 lessee converted an elementary school to a high school.

Financial Aspects During the Years

Total bonds issued for construction	$17,220,000.00
Local funds appropriated for construction	3,210,576.12
State grants for construction (8 projects)	136,500.00
State Construction Aid (Estimated)	3,899,525.41
Federal funds for construction (2 projects)	294,444.03
Accrued interest on bonds sold	230,868.23
Interest earned on all construction fund investments	740,791.68

Refunds	3,628.93
Total cost of all projects (Estimated)	23,002,908.00
Balances credited to accounts	127,535.99

From January 1, 1987 through January 1, 1988 the Maine School Building Authority is making the following financial report relative to its bonds:

Debt Outstanding at Beginning of Period	$3,190,000.00
Bonds Issued During 12 Month Period	None
Bonds Retired During 12 Month Period	$ 414,000.00
Outstanding Bonds at End of Period	$2,776,000.00

For greater detail see the Maine School Building Authority Annual Report of the Secretary-Treasurer January 1, 1988.

PUBLICATIONS:

Maine School Building Authority School Facilities Progress (1963 Publication).

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF THE SECRETARY OF STATE

RODNEY S. QUINN, SECRETARY OF STATE

Central Office: Nash School, Augusta; *Floor:* 2 *Telephone:* 289-1090
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 410 *Legislative Count:* 411
Organizational Units:

- Public Administration Division
- Administration Bureau
- Administrative Procedures Office
- Commissions and Pardons Bureau
- Corporation Bureau
- Elections Bureau
- Public Disclosure Bureau
- UCC Bureau
- Maine State Archives
  - Archives Advisory Board
- Motor Vehicle Division
  - Advisory and Review Board
  - Medical Advisory Committee

PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law. The Secretary of State attends the Governor, Senate, and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public and justices of the peace, renews commissions for both of these offices, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; distributes printed information, instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC transactions and performs other receiving, filing and recording functions for which legal fees may be collected; registers lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issues licenses for operators thereof; issues certificates of title, license new and used car dealers; and generally supervises the Department's subdivisions as required by statute and recommends to the Legislature such changes as may be required to modernize and improve the functions and services rendered by the Department.

ORGANIZATION: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Bureau originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Motor Vehicle Division was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Bureau. Also in 1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head. The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

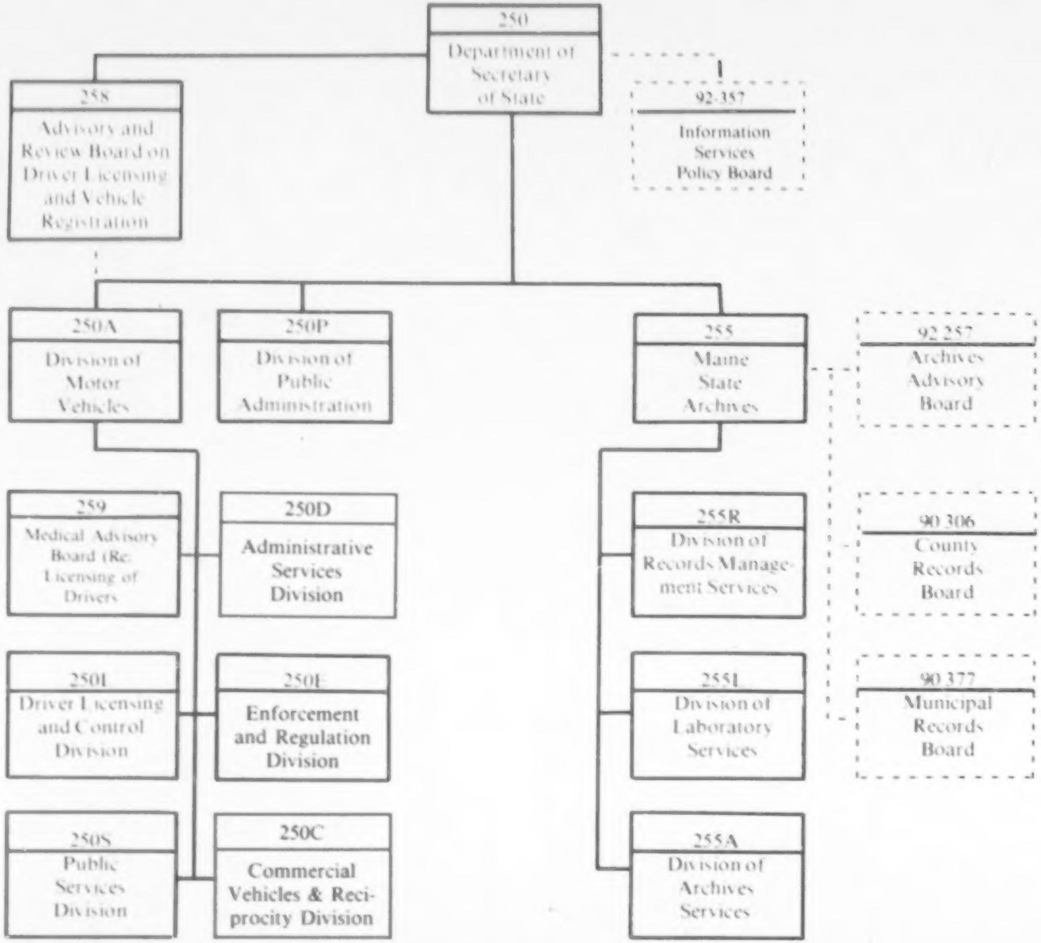
FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Division of Public Administration.

SECRETARY OF STATE

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF THE SECRETARY OF STATE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,972,290	930,500	10,739	6,019,654	11,397	
Health Benefits	497,179	61,392	-1,050	435,924	913	
Retirement	1,279,401	173,007	3,033	1,100,780	2,581	
Other Fringe Benefits	47,377	5,517	178	41,640	42	
Computer Services—State	688,003	191,942		495,242	819	
Other Contractual Service	1,781,965	137,822	1,353	1,603,701	39,089	
Rents	227,681	1,343		226,338		
Commodities	1,328,689	110,999	570	1,215,306	1,814	
Grants—Subsidies—Pensions	102,871	196		102,675		
Equipment	328,941	12,264	10,487	306,190		
Interest—Debt Retirement	132			132		
Transfers to Other Funds	408,390		360	406,076	1,954	
TOTAL EXPENDITURES	13,662,919	1,624,982	25,670	11,953,658	58,609	

ORGANIZATIONAL CHART
DEPARTMENT OF SECRETARY OF STATE
UMB 29


250
Department of Secretary of State
92-357
Information Services Policy Board
258
Advisory and Review Board on Driver Licensing and Vehicle Registration
250A
Division of Motor Vehicles
250P
Division of Public Administration
255
Maine State Archives
92-257
Archives Advisory Board
90-306
County Records Board
90-377
Municipal Records Board
259
Medical Advisory Board (Re: Licensing of Drivers
250D
Administrative Services Division
250L
Driver Licensing and Control Division
250E
Enforcement and Regulation Division
250S
Public Services Division
250C
Commercial Vehicles & Reciprocity Division
255R
Division of Records Management Services
255L
Division of Laboratory Services
255A
Division of Archives Services

Approved by the Bureau of the Budget

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

JOHN H. WENTWORTH, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2761
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1943 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250D; *Citation:* 29 M.R.S.A., Sect. 51
Average Count—All Positions: 87.5 *Legislative Count:* 0

PURPOSE: The Administrative Services Division provides those services that are supportive to the other organizational elements of the Motor Vehicle Division. Included therein are financial support activity; payroll; personnel; data processing; central files; micro-filming; central stores and mail handling.

ORGANIZATION: The Administrative Services Division evolved from the Finance and Administrative Bureau which had the responsibility for all of the Support Activities with the exception of Data Processing. Data Processing came within the organizational framework in 1976.

PROGRAM: The primary function and activities of the Administrative Services Division of supporting service were continued during the past year and highlighted by the process of locating a Branch Office in the Bath/Brunswick area and the consumation of the New Lobster Plate Program.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

MAINE STATE ARCHIVES

JAMES S. HENDERSON, STATE ARCHIVIST

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255; *Citation:* 5 M.R.S.A., Sect. 94
Average Count—All Positions: 18 *Legislative Count:* 18

Organizational Units:
- Office of the State Archivist
- Division of Archives Services
- Division of Laboratory Services
- Division of Records Management Services
- Archives Advisory Board
- Advisory Committee on Judicial Records
- County Records Board
- Municipal Records Board

PURPOSE: The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, general paperwork procedures and office equipment management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

The Maine State Archives provides centralized photoduplication and paper preservation services for State records. The Photoduplication Laboratory, in cooperation with the Division of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives rules. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis. Both laboratories provide professional technical assistance to local government agencies.

ORGANIZATION: The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdication extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board, the County Records Board and the Municipal Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

PROGRAM: Continuing efforts were made to strengthen and improve services to meet the needs of the general public whose use of the agency's facilities has increased dramatically. The staff has conducted workshops and seminars to assist beginning researchers as well as more advanced users; and the agency has cooperated with both national and local organizations who are interested in the preservation of the State's documentary heritage.

Publications in Progress. Research was continued in preparation for the publication of *The Journal of Joseph Treat: A Trip on the Penobscot, Allagash and St. John Rivers, 1820.* Other publications being developed include a pamphlet describing the growth and development of Vital Records registration in the State of Maine in cooperation with the Office of Vital Records, and the fifth volume of *Archives of the Legislature of Maine: Legislative Index Series 1841-1845.*

Professional Development Activities. The Maine State Archives participates in several professional associations, including the International Council on Archives, the Association of Records Managers and Administrators, the Society of American Archivists, and the National Association of Government Archivists and Records Administrators (NAGARA). Continuing education opportunities are provided for professional staff.

Other Public Services. While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the Maine League of Historical Societies and Museums. Technical assistance was provided to several member societies of the League, and several staff members have voluntarily donated time to assist the League in the furtherance of its objectives. A Records Management manual is available to all government agencies free of charge. Records Management consulting is also available free of charge to counties and municipalities.

LICENSES, PERMITS, ETC.

The State Archivist, with the Archives Advisory Board is solely responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2. 1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22. 1073).

PUBLICATIONS:

Informational brochures describing record holdings related to general public interest, including military history, family history, local history, public lands, Judicial and Legislative records. Free.

Reference Publications:

Documentary Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books. $1.00

Counties, Cities, Towns and Plantations of Maine — A Handbook of Incorporations, Dissolutions and Boundary Changes. $5.00

Lands and Forests: Maine and the Nation — A Select Bibliography. $1.00

Public Record Repositories in Maine. $5.25

Microfilm List — Maine Town and Census Records. $1.00

Archives of The Legislature of Maine: Legislative Index Series 1820-1825; 1826-1830; 1831-1835; 1836-1840. $5.25 each

The Inaugural Addresses of the Governors of Maine, Volume I 1820-1862. (To be published)

Documentary Publications:

Dubros Times: Selected Depositions of Maine Revolutionary War Veterans. $3.00.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	382,359	382,359				
Health Benefits	25,253	25,253				
Retirement	70,515	70,515				
Other Fringe Benefits	1,503	1,503				
Other Contractual Service	33,964	32,702	1,262			
Rents	1,343	1,343				
Commodities	18,626	18,049	577			
Grants—Subsidies—Pensions	30	30				
Equipment	11,324	837	10,487			
Transfer to Other Funds	452		452			
TOTAL EXPENDITURES	545,369	532,591	12,778			

DIVISION OF ARCHIVES SERVICES

SYLVIA J. SHERMAN, DIRECTOR

Central Office: Cultural Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255A; *Citation:* 5 M.R.S.A., Sect. 95

PURPOSE: The Division of Archives Services is established under the authority of the State Archivist to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

ORGANIZATION: The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: The conversion of informational data relating to the agency's extensive map holdings to a computerized indexing system continued in FY 1988. Researchers now have access to maps in a variety of subject or topical entries: by surveyor, by township, county or general region; by special geographical or topographical identifications; and by other specialized features that are contained in the maps. Supportive information for the fifth volume of the publication *Archives of the Maine Legislature: 1841-1845* was also generated by computer. Other computer-facilitated projects include an index to the papers of the Executive Council, 1820-1825; an index to the papers of the Secretary of State, 1820-1825; and an index to early York County Court Records.

Efforts continued to streamline day-to-day reference services in order that senior professionals in the Division could concentrate on the projects described above without disrupting the quality of service to the public. Security standards in the Public Search Room were upgraded to better protect irreplaceable records in Archives custody.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

COMMERCIAL VEHICLES AND RECIPROCITY DIVISION

NELSON A. DURAND, DIVISION CHIEF
CHESTER MESERVEY, Branch Chief

Central Office: Transportation Bldg., Augusta *Telephone:* 289-5440
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250C; *Citation:* 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 17 *Legislative Count:* 0

PURPOSE: The purpose of the Commercial Vehicles and Reciprocity Division is to administer the Motor Vehicle laws of this State pertaining to Commercial Vehicles, including registration requirements, Fuel Use Identification Decals, the Regional Fuel Tax Agreement with the States of New Hampshire and Vermont, Commodity Permits, Short-term Gross Weight Increase Permits, Reciprocal Taxation, long-term trailers, establish and maintain reciprocity agreements between Maine and other jurisdictions, and administer the Federal Heavy Vehicle Use Tax Program.

ORGANIZATION: The Commercial Vehicles and Reciprocity Division was established in 1984 as a result of the increased responsibility and requirements relating to the operation of commercial vehicles in Maine. The Division is organized to include: registration of commercial vehicles; issuance of commodity permits, booster permits, increased gross weight permits, duplicates and replacements; Fuel Use Identification Decal program; Regional Fuel Tax Agreement with the States of Maine, New Hampshire and Vermont; Long-term trailer program, and administer the Federal Heavy Vehicle Use Tax Program and establish the Commercial Vehicle Safety Act of 1986.

PROGRAM: The State of Maine entered the Regional Fuel Tax Agreement along with the States of New Hampshire and Vermont. Maine and Vermont implemented the Agreement commencing with the 1985 issue year, with New Hampshire in 1986. Maine presently has 1,700 companies as members of the Agreement with approximately 40,000 New Hampshire and 22,000 Vermont decals issued under the terms of the Regional Fuel Tax Agreement for 1986.

A feasibility study assessing the impact of Maine joining the International Registration Plan was completed in June, 1985. The International Registration Plan is a registration reciprocity agreement for commercial vehicles involving interstate and intrastate operations.

Effective October 1985, Federal law and regulations required all States to receive "proof of payment" of the Federal Heavy Vehicle Use Tax for vehicles 55,000 lbs and greater. Emergency legislation enacted January 1986, allows Maine to implement this program in accordance with Federal regulations. There are approximately 5000 vehicles in the category for which proof of payment must be submitted to the Division of Motor Vehicles.

The Commercial Vehicle Division continues to issue Commodity Permits and Special Gross Weight Increase Permits. The Legislature authorized the issuance of a Special Commercial Weight Registration Certificate for vehicles with over-limit permits.

LICENSES, PERMITS, ETC.

The Commercial Vehicle Division continues to issue Commodity Permits, and Special Gross Weight Increase Permits. The Legislature authorized the issuance of a Special Commercial Weight Registration Certificate for vehicles with over-limit permits.

Fuel Use Identification Decals
Regional Fuel Tax Agreement Decals (Maine, New Hampshire & Vermont)
Long-term Trailer Registrations
Special Commodity Permits
Short-term Gross Weight Increase Permits
Special Increase Gross Weight Permits
Special Commercial Weight Registration Certificates

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Division of Motor Vehicles.

DRIVER LICENSING AND CONTROL DIVISION

GEORGE STORER, DIRECTOR
SHIRLEY HARVEY, BRANCH CHIEF
ROBERT O'CONNELL, JR., CHIEF HEARING EXAMINER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2398
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1920 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250L; *Citation:* 29 M.R.S.A., Sect. 530
Average Count—All Positions: 61 *Legislative Count:* 0

PURPOSE: The Division of Driver Licensing and Control was established with an ultimate objective of assuring the safety of the licensee and other users of the highways through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are habitually reckless or negligent and habitual or frequent violators of traffic laws and/or accident involvement. Adminstrative hearings are conducted on violations of the motor vehicle laws to determine if the individual's privilege to operate and/or register motor vehicles should be suspended, revoked, withheld or reinstated and whether an individual involved in traffic accidents should be responsible under the Financial Responsibility Law and be required to carry liability insurance.

ORGANIZATION: The Division of Driver Licensing and Control was established as a result of reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into a Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examination was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver Licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division.

PROGRAM: The primary functions and activities of the Driver Licensing and Control Division were processing abstracts of convictions or adjudications of violations of the Motor Vehicle Laws as transmitted from the District or Superior Courts, applying those convictions or adjudications to driver history records; case review of individual driver records for appropriate administrative action against repeat violators under the point system or suspending the license or registration as mandated by law; reviewing individual reports of traffic accidents and invoking the provisions of the Financial Responsibility Law against uninsured motorists involved; suspension of licenses based on administrative determination that a person operated a motor vehicle with an excessive blood-alcohol level or was under the legal drinking age and was operating a motor vehicle with a blood-alcohol level of .02% or more; conducting administrative hearings as requested by the individual to whom license suspension action was taken either by reason of convictions or uninsured accidents. Hearings were also conducted for those persons suspended under the Implied Consent Law for refusal to submit to a chemical test after arrest for operating under the influence of intoxicating liquor and for those suspended administratively under the drunk driving or teenage drinking and driving laws.

PUBLICATIONS:

Rules & Regulations: No Fee
The Maine Point System
Rules for Hearings

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

ENFORCEMENT AND REGULATION DIVISION

WILLIAM DOWLING, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-5409
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250E; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 66 *Legislative Count:* 0

PURPOSE: The Enforcement and Regulation Division is established to provide services in the areas of Title and Anti-Theft, Auto Theft, Dealer Licensing, Salvage Yard Licensing, Driver Licensing and the enforcement of dealer, title and license fraud violations on a state-wide basis. Such operations include making possible only the safest drivers to be licensed, issue titles to vehicles upon proper ownership requirements and to perform investigations and enforce laws in areas responsible to the Secretary of State.

ORGANIZATION: The Enforcement and Regulation Division was established by the reorganization of Examinations and Enforcement in FY 1983. This reorganization was required because of the additional functions of Title and Anti-Theft and Salvage Yard licensing requirements. The entire Division function is related to regulation and enforcement of several areas under the jurisdiction of the Secretary of State established by law.

The Enforcement and Regulation Division has four major functions. These functions include Dealer Licensing, Title and Anti-Theft, Salvage Yard Licensing and Enforcement and Investigations. During FY 82, Title and Anti-Theft was added to this Division because of the close relationship between dealer licensing and the titling of motor vehicles. This allows the Secretary of State to have better control over the aspects of dealer licensing and title and anti-theft. These four functions made up both a substantial administration as well as a moderate number of field personnel.

PROGRAM: In the area of dealer licensing, many changes have taken place, both administratively and legislatively. Dealer information is automatically updated on our computer system which allows ready access to enforcement people and administrative personnel. Motor Vehicle investigators in 1978 were given limited enforcement powers to ensure that dealer and titling laws are being complied with. Since that time their enforcement authority has broadened to include enforcement powers in most areas responsible to the Secretary.

LICENSES, PERMITS, ETC.:

Licenses:

- New and used car dealer
- Equipment dealer
- Motorcycle dealer
- Boat or snowmobile trailer dealer
- Loaner
- Transporter
- Bus operation

PUBLICATIONS:

Motor Vehicle Laws Title (29) — no fee
Rules and Regulations — no fee
Title Manual
Title Information Pamphlet (Title and Anti-Theft Section)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF LABORATORY SERVICES

JAMES S. HENDERSON, STATE ARCHIVIST

Central Office: Cultural Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255L; *Citation:* 5 M.R.S.A., Sect. 93

PURPOSE: The Division of Laboratory Services is established under the authority of the State Archivist to provide centralized photoduplication services and furnish copies of archival material (Photoduplication Laboratory); and provide records preservation and restoration services to ensure the physical protection and survival of the permanently valuable records of the State (Restoration Laboratory).

ORGANIZATION: The Photoduplication Laboratory became operational when construction of the Maine State Archives facility was completed in 1971; the Restoration Laboratory began operations in 1972 upon installation of fundamental equipment.

PROGRAM: The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate.

The Photoduplication Laboratory tested and accepted for storage security microfilm from county and municipal government units, and performed a variety of tests, feasibility studies and other technical assistance for other government agencies.

The Photoduplication Laboratory continued a weekly series of workshops focusing on the preservation of photographic images. Available to the general public as well as to small historical societies and institutions having limited technological facilities, these workshops emphasized the care of photographic materials and encouraged local and community awareness of Maine's photographic heritage. Participants learned to distinguish between the various examples of early photographic methods that they might find in their collections; and were introduced to some of the basic principles of archival preservation of photographic resources.

The Restoration Laboratory continued a priority restoration project on some 5,000 unique maps and plans of the Maine Land Office, which is expected to be the major effort of the laboratory in the immediate future, in addition to supportive technical assistance as required by the other operating divisions.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices and non-profit organizations around the State.

The Restoration Laboratory has been working with the Wei'T'O Book Dryer and Insect Exterminator which has replaced the use of hazardous chemicals for killing insects plus gives the capability of drying water damaged records with minimum damage to them.

The *Journal of Joseph Treat* was finished, being given the full preservation treatment with each page being encapsulated.

The "Baxter Rare Maps" volume comprised of 88 maps was disassembled and is undergoing preservation treatments.

The 1880 census volumes which are in very fragile condition were repaired so that they could be microfilmed and the originals "retired."

Book preservation boxes were made for various damaged record books until they can be rebound. This is an ongoing project.

The tape was removed from some of the Civil War correspondence where it had been used to attach the letters into "scrapbooks." This is an ongoing project.

PUBLICATIONS:

"Document Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books"—Cost $1.00

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

DR. JOZEFOWICZ, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2879
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 259; *Citation:* 29 M.R.S.A., Sect. 547
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Medical Advisory Board was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Board. The Board formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the committee by a physician of his choice, which must be given due consideration by the Committee.

ORGANIZATION: The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State.

PROGRAM: Meetings were held in Augusta by the full Medical Advisory Board on October 13, 1987 and February 9, 1988. The October 13 meeting addressed the commercial Motor Vehicle Safety Act of 1987 and the distribution/discussion of the Federal Medical Guidelines obtained from the American Trucking Association. The Board felt the medical criteria was somewhat archaic. Committee meetings were scheduled for 1988.

The February 9 meeting dealt primarily with the history of the Bioptic lens experience in Maine. Case reviews were done at each meeting.

PUBLICATIONS:

Rules and Regulations: No Fee
Physical, Emotional and Mental Competence to Operate a Motor Vehicle.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

DIVISION OF MOTOR VEHICLES

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2761
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1905 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250A; *Citation:* 29 M.R.S.A., Sect. 51A
Average Count—All Positions: 343.5 *Legislative Count:* 361

PURPOSE: The Division of Motor Vehicles was established to provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Division provides the general public with an avenue, through a main office and ten branches throughout the State, where motor vehicle registration and operator licenses may be obtained; makes determinations to insure that applicants applying for operator licenses have the abilities, knowledge and necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of Motor Vehicle Laws to determine if the individual's privilege to operate or register a vehicle within the State of Maine should be suspended, withheld or revoked or whether his privilege should be reinstated and whether the individual should be held responsible under the Financial Responsibility Law and be required to carry liability insurance for a period of three years. The Division provides a method of titling 1978 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

ORGANIZATION: The Division of Motor Vehicles was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Division was reorganized into the Executive Section and three Bureaus. Subsequently, duties and responsibilities were added and the Division evolved into its present structure, the Executive Section and five Divisions: Administrative Services, Driver Licensing and Control, Enforcement and Regulation, Commercial Vehicles and Reciprocity, and Public Services.

In FY 82 two new areas of responsibilty were added to the Public Service Division...Fuel Identification Decal Branch and Photographic License/Identification Card Programs, and in June 1982 the Title and Anti-Theft Branch was moved from Public Services to the Division of Examination and Enforcement.

In FY 84 the Division of Examination and Enforcement was reorganized and named the Enforcement and Regulation Division. Also in FY 84 a new division was organized and named the Commercial Vehicles and Reciprocity Division.

PROGRAM: The Division is continuing to provide Licensing, Registration and Title services to the public through 12 Branch Offices, 25 Examination Stations, 6 Mobile Examination Stations, 2 Mobile Photo-License Units, the Main Office and 378 Municipal Agents.

LICENSES, PERMITS, ETC.

License:
- Motor Vehicle Operator
- New and Used Car Dealer
- Equipment Dealer
- Motorcycle Dealer
- Boat or Snowmobile Trailer
- Loaner
- Transporter
- Titles issued for 1975 and newer vehicles which are registered
- Salvage Yard
- Bus Operator

Registration:
- Passenger Car
- Truck
- Motorcycle
- Moped
- Trailer
- Tractor
- Antique Motor Cars
- Semi-trailers

Permit:
- Instruction (operator)
- Instruction (motorcycle)
- Trip permit (fuel use)
- Transit (registration allowing one way trip of unregistered vehicle)
- To Cross Highway (golf carts, lawnmowers, etc.)
- Short term gross weight increase
- To Operate School Bus

PUBLICATIONS:
- Driver License Examination Manual (no fee)
- Motor Vehicle Laws (no fee)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,031,051			6,019,654	11,397	
Health Benefits	436,837			435,924	913	
Retirement	1,103,361			1,100,780	2,581	
Other Fringe Benefits	41,682			41,640	42	
Computer Services—State	496,061			495,242	819	
Other Contractual Service	1,642,790			1,603,701	39,089	
Rents	226,338			226,338		
Commodities	1,217,120			1,215,306	1,814	
Grants—Subsidies—Pensions	102,675			102,675		
Equipment	306,190			306,190		
Interest—Debt Retirement	132			132		
Transfers to Other Funds	408,030			406,076	1,954	
TOTAL EXPENDITURES	12,012,267			11,953,658	58,609	

DIVISION OF PUBLIC ADMINISTRATION

PETER W. DANTON, DEPUTY SECRETARY OF STATE

Central Office: State Office Bldg., Augusta; *Room:* 221 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333 289-3676

Established: 1979 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250P; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 32 *Legislative Count:* 32

PURPOSE: The Division of Public Administration was established to designate that portion of the Department of State responsible for a variety of central filing activities. The Division has significant contact with the public in a variety of areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code filings; oversight of the Administrative Procedures Act (adoption of administrative rules, regulations, guidelines); recording of appointments to state offices, boards and commissions; secretariat to the Governor's Clemency Board; and disclosure of information by lobbyists, political candidates and committees.

SECRETARY OF STATE

ORGANIZATION: The Division supervises a wide variety of activities through seven bureaus. The Deputy Secretary of State is the Administrative head of the Division and the supervisors of the various bureaus report directly to the Deputy. The Administrative Clerk, who heads the Bureau of Administration, is responsible for general financial, personnel, and administrative services for the whole Division. Each Bureau supervisor is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel.

PROGRAM: The Division is currently undertaking an intensive effort to modernize its information storage and retrieval capability through the use of computer systems and modern management techniques. The following is a review of each Bureau and its major functions.

Bureau of Administration: This Bureau is basically responsible for financial and personnel matters. It accounts for the fees paid for filing documents with other bureaus. (289-4182)

Administrative Procedures Office: This bureau-level office is the depository for all state agency administrative rules. It has the responsibility to assure that such rules are adopted in compliance with requirements for public notice and hearing. (289-4184)

Commissions and Pardons Bureau: All commissions (such as notaries, board or committee memberships, etc.) are recorded officially. A computerized listing system produces currently updated reports by name, office, date of term expiration, organizational unit number, and other criteria. In addition, documents relating to pardons are filed here. (289-4181)

Bureau of Corporations: This Bureau is basically a repository for all records required by statute relating to domestic and foreign corporations—both profit and non-profit. The new Non-Profit Corporation Act, which requires biennial reporting, has significantly increased its workload. The Bureau is divided into a Recording Section, which reviews all documents for completeness prior to filing, and a Reports Section, which receives all periodic reports and provides information to the public concerning the status of all corporations. (Recording 289-4195 and Reports 289-4190)

Bureau of Elections: This Bureau supervises the administration of all State elections and the application of the provisions of the State's Election Laws. With the comparatively recent trend to liberalize voter participation in elections and to examine more closely the election campaign practices and expenditures, it is the prime objective of the Bureau to formulate the best possible procedures to insure honest, efficient and fair elections in which there will be maximum citizen participation.

Significant activities of the Election Bureau during the past fiscal year included the scheduling of an Election School Seminar Program to assist, advise and instruct local election officials, registrars, and Boards of Registration of each community in their statutory duties and responsibilities; continuance of a close working relationship with the Joint Legislative Committee on Legal Affairs. (289-4186 and 289-4189)

Bureau of Public Disclosure: Recent trends toward public disclosure have produced several reporting functions which are consolidated in this Bureau. The Lobbyist Disclosure Law requires monthly reports of income and expenses. Political campaign reporting is under the direction of the Commission on Governmental Ethics and Election Practices. The Commission shares a staff member with the Bureau, thus allowing all disclosure reports to be processed through this agency. (289-4178)

UCC Bureau: The Uniform Commercial Code generates hundreds of filing and other transactions per day. Filings preserve security interests in personal property taken as collateral for loans. (289-4177)

LICENSES, PERMITS, ETC.:

- Regulations:
    - Regulation of Trading Stamp Companies
- Commissions:
    - Notary Public
- Filings:
    - Administrative Rules and Regulations
    - Domestic Profit & Nonprofit Corporations
    - Foreign Profit & Nonprofit Corporations
    - Miscellaneous Filings by State Agencies
    - Trade Marks & Servicemarks
    - Uniform Commercial Code
    - Uniform Limited Partnership
    - Lobbyist Registrations

PUBLICATIONS:

- Business Corporations, Laws Relating to
- Corporations Without Capital Stock, Laws Relating To
- Election, Laws Pertaining To
- Election Officials Guidebook
- Running for Office in Maine
- Trade Mark & Servicemark Laws
- Registered Lobbyists

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PUBLIC ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	558,880	548,141	10,739			
Health Benefits	35,089	36,139	-1,050			
Retirement	105,525	102,492	3,033			
Other Fringe Benefits	4,192	4,014	178			
Computer Services—State	191,942	191,942				
Other Contractual Service	105,211	105,120	91			
Commodities	92,943	92,950	-7			
Grants—Subsidies—Pensions	166	166				
Equipment	11,427	11,427				
Transfers to Other Funds	-92		-92			
TOTAL EXPENDITURES	1,105,283	1,092,391	12,892			

PUBLIC SERVICES DIVISION

NELSON DURAND, DIVISION CHIEF

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3656
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1970 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250S; *Citation:* 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 113 *Legislative Count:* 0

PURPOSE: The purpose of the Public Services Division is to administer those Motor Vehicle Laws of this state pertaining to the registration of all types and classes of motor vehicle and operator license renewals.

ORGANIZATION: Public Services was established as one of four Bureaus of the Motor Vehicle Division in 1970 and reorganized in 1978 into a Division. The Division of Public Services is presently organized to include: License Services for issuance of operators licenses including the photo-license program that went into effect July 1982; registration of all classes and types of vehicles; administration of 12 Branch Offices throughout the State; and issuance thru the Branch Offices of the Fuel Use Identification Decals for implementation of fuel use tax requirements. The Examination Section was moved to the Division of Public Services on May 11, 1987.

PROGRAM: During the past fiscal year, this division was involved in providing general day to day services in the Registration, Licensing, and Examination Programs. Highlights of the operation includes the realization of long range plans to improve customer service in the Branch

Offices by the additional installation of directional type mazes in two more of our larger Branch offices. This "maze" permits the next person in line to be serviced preventing an individual with a time consuming problem creating a longer line.

Priority was given to the accepting of reservation of some 60,000 registration plates for the new general issue. This general issue of registration plates is effective July 1, 1987. The last new general issue was in 1974 when there were fewer plates. Today, there are over 40 different types of plates being issued.

A Motor Vehicle Branch was authorized for the Bath/Brunswick area and the process of locating a site was initiated.

LICENSES, PERMITS, ETC.

- Motor Vehicle Operator Licenses
- Vehicle Registrations
- Transit permits for one trip only
- Short-term registered weight increases
- Highway crossing permits (golf carts, etc.)
- Fuel Use Identification Decals
- Commodity Permits
- Special Increase Gross Weight Permits

PUBLICATIONS:

- Motor Vehicle Laws (no fee)
- Brochure covering Registration & License Requirements (no fee)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF RECORDS MANAGEMENT SERVICES

NINA M. OSIER, DIRECTOR

Central Office: Cultural Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255R; *Citation:* 5 M.R.S.A., Sect. 95

PURPOSE: The Division of Records Management Services is established under the authority of the State Archivist to assist other State agencies in the effective management of their current and semi-current records by means of retention-disposition schedules and by technical assistance to improve procedures for maintaining, storing and servicing records.

ORGANIZATION: The Division became operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: Priority emphasis has continued to be placed on the development of retention-disposition schedules for current records generated by all agencies of State Government, including a continuous review of prior-approved schedules. These schedules provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that apply to large classes of facilitative records common to all agencies in State government, allowing the early destruction of copies which lack continuing value.

Most scheduling work is accomplished through interaction with a network of Departmental Records Officers and Assistant Records Officers throughout the Executive Branch of State Government. A principal tool is the Request for Certificate of Need and Feasibility, without which records storage equipment and micrographics equipment can neither be purchased nor leased. The Bureau of Purchases has cooperated with the Division in requiring this certificate, which is issued after it has been determined that the equipment is needed; that it is cost-effective for its intended application; and that the records involved are covered by up-to-date disposition schedules.

The 1988-89 fiscal year will see the opening of a new State Records Center, located in the former Liquor Warehouse building in Hallowell, Maine. This Records Center will provide safe, adequate storage for the State's semicurrent records, and will release the climate-controlled Maine State Archives facility for storage of only permanently valuable State records. Also, valuable office space in all three branches of State government will be released for more cost-effective uses than the storage of boxes of seldom-referenced but necessary records; and the State will no longer have to rent off-site storage space for such records.

Following a hiatus of several years, the Division is once again providing technical assistance to its client agencies in the design of filing systems, paper flow charting, forms management, and other records management-related problems. Assistance is also being provided to the Municipal Records Board, the County Records Board, and the Judicial Records Advisory Committee in the establishment of new and expanded disposition schedules for records under their authority.

Division staff have continued to emphasize scheduling of computerized and machine-readable records, and of records stored through micrographics applications. Computerization of the Division's own records is proceeding as the 1988-89 fiscal year begins.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

ST. CROIX INTERNATIONAL WATERWAY COMMISSION

VACANT, DIRECTOR

Central Office: Parks & Recreation, Augusta *Telephone:* 289-4964
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: September 29, 1987 *Sunset Review Required by:* June 1995

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 497; *Citation:* 38 M.R.S.A., Sect. 994

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State of Maine and the Province of New Brunswick, Canada, concurrently passed legislation in June of 1987, enabling the formation of a joint, international, eight-member commission, which is charged with developing a recreation and resource management plan for the St. Croix River. The St. Croix River forms part of the International Boundary between the United States and Canada and, therefore, to effectively manage the river resources and uses requires a coordinated and cooperative effort between the State of Maine and the Province of New Brunswick.

ORGANIZATION: The St. Croix International Waterway Commission is an independent, jointly funded, eight-member commission with four representatives from the State of Maine and four from the Province of New Brunswick, Canada. An Executive Director and an Administrative Assistant will serve as staff to the Commission. Working committees of the Commission will be composed of personnel in the respective resource agencies of the State and Province, as well as private citizens, and representatives of various environmental and sportsmen's groups. The Commission will seek public input during the development and review of the plan for the waterway.

PROGRAM: The Commission is expected to hold its first meeting in September of 1988 and, therefore, the planning efforts of the Commission have not begun.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds in FY 88. Funds become available July 1, 1988 for FY 89.

STERILIZATION PROCEDURES REVIEW COMMITTEE

C.M. MacGOWAN, COMMITTEE CHAIR.

Mail Address: 200 Main St., Lewiston, Me. 04240 *Telephone:* 795-4500
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 427; *Citation:* 34-B M.R.S.A., Sect. 7017

PURPOSE: The Committee was established by an act of the Legislature during fiscal year 1984 to review annually the authorization of sterilization under 34B M.R.S.A., Chapter 7 for the purpose of assessing the need for changes or additions in the procedures and standards set forth in this chapter.

ORGANIZATION: The Committee has been established and consists of members representing the Maine Court System, Medical Community, the Departments of Human Services and Mental Health and Mental Retardation and the Legislative Committees on Health and Institutional Services and Judiciary.

PROGRAM: The Committee has collected data regarding sterilizations in Maine since 1984 (no committee had been established prior to the current one), has met twice and has held a public information session. Issues currently under consideration include: 1) applicability of current law to males; 2) costs of utilizing current law by those wishing to use it; and 3) whether the quality of an individual's life is or should be a consideration in making a "Best Interest" determination. A report will be prepared and submitted to the Legislature in January of 1989.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

BOARD OF DIRECTORS OF THE STUDENT EDUCATIONAL ENHANCEMENT DEPOSIT PLAN

RICHARD A. CRABTREE, CHAIRMAN

Central Office: *Telephone:* 623-3521
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: June 30, 1987

Reference: Policy Area: 02; *Umbrella:* 94; *Unit:* 509; *Citation:* 20A M.R.S.A., Sect. 12610

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: The Student Educational Enhancement Deposit Plan was enacted by the Legislature as a means to assist Maine families in meeting the rising cost of postsecondary education. The establishment of such a plan is a complicated process requiring considerable legal, financial, actuarial and administrative services. These necessary services were not funded by the Legislature. In addition, the value of such a plan is substantially dependent on favorable tax status (which status has not been achieved by other plans in other states). For these reasons the Board has not proceeded with establishment of the Plan, but rather has been working with the Department of Educational and Cultural Services to make a recommendation to, and seek the guidance of, the next session of the Legislature.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit amounted to $2,052.00 in FY 88 and are, by administrative decision, included with those of DECS, Bureau of School Management, Div. of Higher Education.

DEPARTMENT OF TRANSPORTATION

DANA F. CONNORS, COMMISSIONER

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229; *Citation:* 23 M.R.S.A., Sect. 4205

Average Count—All Positions: 2,391 *Legislative Count:* 987

Organizational Units:
- Bureau of Finance and Administration
- Bureau of Transportation Services
- Bureau of Planning
- Bureau of Project Development
- Bureau of Maintenance & Operations
- Office of Human Resources
- Office of Public Information and Mapping
- Office of Policy Analysis
- Office of Legal Services
- Office of Audit
- Maine State Ferry Advisory Board
- Maine Port Authority
- Maine Aeronautical Advisory Board
- Maine Transportation Capital Improvement Planning Commission

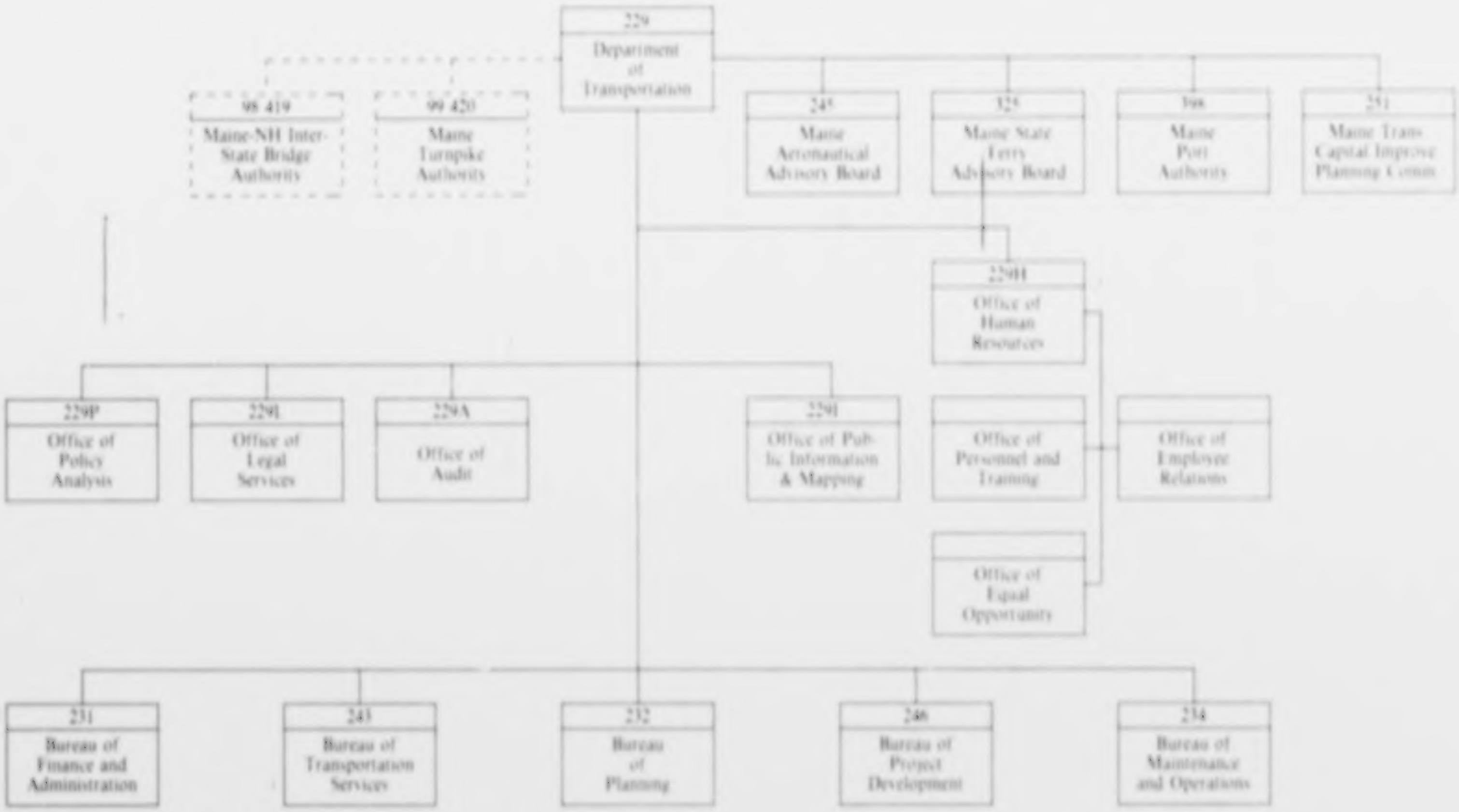
PURPOSE: The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for, and develops, administers and promotes transportation safety actions throughout the State. The Department assists in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications and compatibility with national, regional and local programs, and which is designed to meet present and future needs of the State of Maine. Also, the Department acquires, constructs, operates and maintains harbor facilities, as required, to support and implement the planned development of coastal resources, ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are to adminster laws relating to aeronautics, advance interest in aeronautics, and plan, develop, assist and advise in the development of aviation resources within the State. Furthermore the Department accepts, receives and administers for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

ORGANIZATION: The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commisioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor.

With the major expansion of the State's highway system and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics and the Maine Port

ORGANIZATIONAL CHART
DEPARTMENT OF TRANSPORTATION
UMB 17


229
Department of Transportation
98 419
Maine-NH Inter-State Bridge Authority
99 420
Maine Turnpike Authority
245
Maine Aeronautical Advisory Board
325
Maine State Ferry Advisory Board
398
Maine Port Authority
251
Maine Trans Capital Improve Planning Comm
229H
Office of Human Resources
Office of Personnel and Training
Office of Employee Relations
Office of Equal Opportunity
229P
Office of Policy Analysis
229L
Office of Legal Services
229A
Office of Audit
229I
Office of Public Information & Mapping
231
Bureau of Finance and Administration
243
Bureau of Transportation Services
232
Bureau of Planning
246
Bureau of Project Development
234
Bureau of Maintenance and Operations

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
DEPARTMENT OF TRANSPORTATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	49,527,147	196,763	292,307	35,805,384	10,584,270	2,648,423
Health Benefits	3,552,574	9,961	7,417	2,511,360	575,544	448,292
Retirement	9,755,028	35,974	30,376	6,695,825	1,825,153	1,167,700
Other Fringe Benefits	344,109	1,281		294,292	11	48,525
Other Contractual Service	27,722,784	150,753	68,050	6,934,366	3,136,684	17,432,931
Rents	19,873,026	4,585	33,459	18,955,468	656,490	223,024
Commodities	12,367,001	760	275,638	9,383,750	1,662,242	1,044,611
Grants—Subsidies—Pensions	20,269,984	1,485,230	-1,201	17,655,691	644,530	485,734
Purchases of Land	698,711		2,176	-97,810	794,345	
Buildings and Improvement	414,670		23,405	249,067	142,198	
Equipment	76,387,291	551,341	1,947,532	22,282,087	50,917,545	688,786
Interest—Debt Retirement	16,254,912	5		16,254,693	7	207
Transfers to Other Funds	3,711,005	1,781,936	17,858	1,595,603	-20,851	336,459
TOTAL EXPENDITURES	240,878,242	4,218,589	2,697,017	138,519,776	70,918,168	24,524,692

Authority. The Department established a Maine State Ferry Advisory Board in 1975 and in June, 1976, the Department moved to a new transportation building on Child Street. This move consolidated all the various bureaus and divisions into one location. In 1979 the Legislature created the Bureau of Public Transportation and in December, 1980, the Bureau of Safety, the Vehicle Safety Commission and the Maine Highway Safety Committee were transferred to the Department of Public Safety. In February, 1981, the Legislature authorized the Commissioner to organize the Department into such bureaus, divisions and other units as he deems necessary to fulfill the duties of the Department, provided at all times there shall be the Bureaus of: Finance and Administration; Transportation Services; Planning; Project Development; and Maintenance and Operations. The Department's organizational chart reflects these Bureaus and other units administratively established by the commissioner.

PROGRAM: The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

LICENSES, PERMITS, ETC.: Listed under the separate units of the Department.

PUBLICATIONS: Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1988: The expenditures of the Chief Administrative Unit are, by administrative decision, included with those of the Bureau of Finance and Administration, Department of Transportation.

BUREAU OF FINANCE AND ADMINISTRATION

EARLE D. STEVENS, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2641
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 231; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 60 *Legislative Count:* 196
Organizational Units:
Financial Management Division
Systems & Support Services Division
Computer Services Division
Financial Analysis Division

PURPOSE: The Bureau of Finance and Administration is established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. The Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting and budgetary functions; operation of a central supply and reproduction unit; purchasing services, and photographic services.

ORGANIZATION: The Bureau of Finance and Administration originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government reorganization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department and assigned to the Department's Bureau of Administrative Services. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in

February, 1981, to Finance and Administration and has been reorganized to include the Divisions of Financial Management, Systems and Support Services, Computer Services, and Financial Analysis.

PROGRAM: The Bureau continued to review and make improvements in the fiscal management, budget, and work program areas during FY 88. The computerized accounts receivable system developed in FY 87 to replace a manual ledger-card system was fully implemented in FY 88 and has provided a significant reduction in the work effort required to maintain the system and has substantially improved the accuracy of the accounts. In addition, the new computerized method of processing utility bills utilized in FY 88 has significantly reduced the overall State-wide processing time required for the payment of utility accounts.

The Computer Services Division, acting with the Motor Transport Service Division, issued bids for an Automated Fuel System and a Fleet Management System. Vendors were selected and contracts finalized. Systems will be installed in FY 89. Computer Services also began the process to acquire Computer Aided Engineering Systems functions for Design, Drafting, Mapping, and Geographic Information Systems capabilities. This effort will carry through FY91.

Computer Services provided training to MDOT personnel in many aspects of computers and their use. Over 260 students were trained in various technical areas. Support was provided for Departmental systems and users in the various functional areas of payroll, personnel, accounting, maintenance, capital equipment inventory, parts inventory, and fleet and fuel management.

MDOT has been delayed in its implementation of the Bid Analysis and Management System (BAMS) from FY 88 to FY 89 because of delays in the delivery of the computer software by the supplier. MDOT expects to have this critical replacement system operational by January of 1989.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FINANCE AND ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,642,141		173,376	3,785,201	683,564	
Health Benefits	269,077		7,417	222,846	38,814	
Retirement	879,773		30,376	733,292	116,105	
Other Fringe Benefits	20,133			20,133		
Other Contractual Service	1,140,850		20,137	790,188	330,525	
Rents	657,250		33,459	649,701	-25,910	
Commodities	309,191		19,036	286,275	3,880	
Grants—Subsidies—Pensions	51,926		1,991	116,083	-66,148	
Purchases of Land	4,080		2,176	1,904		
Buildings and Improvement	70		70			
Equipment	132,252		-10,085	151,789	-9,452	
Interest—Debt Retirement	18			18		
Transfers to Other Funds	938,676		17,324	918,394	2,958	
TOTAL EXPENDITURES	9,045,437		295,277	7,675,824	1,074,336	

MAINE AERONAUTICAL ADVISORY BOARD

JOHN P. FOSTER, ESQ., CHAIRMAN
RONALD L. ROY, Director, Aeronautics Division

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3185
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: March 27, 1978 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 245; *Citation:* 6 M.R.S.A., Sect. 302
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The board was established to advise the department on matters relating to aeronautics and to submit to the commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

ORGANIZATION: The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of 5 members; one person from the Maine Airport Association; one person from the Maine Pilot's Association; and 3 persons appointed by the Commissioner of Transportation, one of whom shall not represent an interest in aviation. The members representing the aviation organizations are appointed by their respective board of directors and all members serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The director of the Aeronautics Division is an ex officio member of the board and serves as its secretary.

The board annually elects a chairman from among its members, and the chairman serves a term of one year. The board meets at the call of the chairman, or at the call of at least 3 members of the board, and there are at least 3 meetings held a year. Members serve without compensation or expenses.

PROGRAM: The Maine Aeronautical Advisory Board continues to be concerned with bringing the benefits and advantages of aviation to the attention of the general public and with improving the State's role in State-wide aviation matters.

The Board looks forward to the next fiscal year with enthusiasm for an even greater involvement in the matters which effect aviation in the state.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

MAINE STATE FERRY ADVISORY BOARD

EMILY LANE, CHAIRPERSON, VINALHAVEN
RUSSELL W. SPINNEY, DEPUTY COMMISSIONER—DOT

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1975
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 325; *Citation:* 23 M.R.S.A., Sect. 4301
Average Count—All Positions: 12 *Legislative Count:* 0

PURPOSE: The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION: The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry System and three members appointed by the Commissioner of Transportation.

PROGRAM: The major topics of discussion during the year were the new vessel, increased demand for service, tariff changes, and the impact of new year round construction on the Ferry Service.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Finance and Administration, Department of Transportation.

OFFICE OF HUMAN RESOURCES

JANE L. LINCOLN, ASST. TO COMMISSIONER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229H; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 23 *Legislative Count:* 0
Organizational Units:
Office of Personnel and Training
Office of Equal Opportunity
Office of Employee Relations

PURPOSE: To support and advise the Commissioner of Transportation in matters of legislative liaison, and the internal and external human resources, programs and policies in the areas of affirmative action, equal opportunity, labor relations, and personnel and training.

ORGANIZATION: The unit was administratively established in 1981 to include the functions and activities of the offices indicated under Organizational Units.

PROGRAM: During the year this Office served as the Legislative liaison for the Department to provide direct contact with Legislative officials and to evaluate and coordinate all informational requirements of the Department. In addition, the Office participated and assisted in the development of Department policy on a wide variety of high-level issues. Effort was also devoted to the monitoring and reviewing of affirmative action grievances and complaints on behalf of the Commissioner. Specific programs and activities of the other offices in this Unit are as follows:

Personnel and Training. This office provides the traditional administrative functions of recordkeeping and processing of personnel transactions; staff development and training; and Health, Safety and Industrial Accident Prevention and Administration necessary for labor/intensive work force. The primary goal is to provide employees who are properly classified, paid, motivated and trained to perform the various missions of the Department in a safe and efficient manner. This requires planning for present and future needs; ensuring proper selection and placement; and development of a variety of supervisory, career development and orientation training programs, personnel safety training programs and policies.

In an attempt to improve recruiting and hiring of new engineering personnel, two projects were completed with the cooperation of the Bureau of Human Resources. The Assistant Engineer class, which is the entry level for prospective professional engineers has been changed to the Direct Hire systems which should enable us to make quicker commitments for these difficult to fill positions. In addition, we have simplified the competitive process for Engineering Technician I by eliminating the multiple options which previously presented an obstacle to the very applicants we had been trying to attract.

In addition to the standard, primarily competitive personnel system used in most state agencies, the Department's highway crew personnel system has several unique features due to seasonal functions, geographic dispersal and the need for alternate equipment operators upon short notice. The crew selection process implemented in 1986 is under review to correct deficiencies which may have been discovered during the first two years of use. In order to recognize our increased emphasis on supervisory skills, the Highway Foreman classification has been changed to the Competitive system. In use for a little over a year, we will review our experiences in this system before considering expansion to other first level crew supervisory positions.

Annual Report.

Safety: Six full-time and two volunteers continue to manage safety programs in the Maintenance Divisions and in the Motor Transport Service/Traffic Service. The appointment to the latter unit was made in May, 1988. Committees made up of three Safety Coordinators completed the writing and adoption of three new policies: respirator use, hearing conservation, and hazard communications. They continue to work on five other policy areas: Accident Review Boards, Medical Exams, Personal Protective Devices; Monthly Safety Meetings, and Infectious Disease Control. One Safety Coordinator maintains liaison with the DOT Safety Advisory Committee. Each representative will assist their committee in responding to safety and training needs, as well as reporting activities to meetings of the other coordinators.

The DOT Advisory Committee on Training continues to complete projects through the utilization of subcommittees. The Supervisors Manual, renamed the Foreman's Administrative Guide, was published and distributed. Subcommittees currently in place are working on rewriting the Highway Maintenance Manual, rewriting policy guidelines and developing certification training for flaggers, and writing policy for training not covered by the Department's Continuing Education policy. Examples of training conducted this year include First Aid and CPR, AIDS Information Sessions, and Supervisory Training.

Employee Relations. This office represents the Department at all levels of the appeals process utilizing contracts statewide, investigates and recommends course of action in grievance resolution at all lower levels of the grievance procedure, and represents the Commissioner at Department head level procedures, and also at the Bureau of Employee Relations; and works in conjunction with the legal staff in preparing and presenting grievances at arbitration. The staff performs systematic visitations to all division offices, crew headquarters and other department facilities, as well as many job sites, to provide employees and management a professional resource for addressing labor/management issues. The staff provides instruction to supervisors at all levels in interpretation and application of the provisions of our four Union contracts; investigates, recommends, and participates in disciplinary hearings; makes recommendations in the area of Labor Relations relative to proposed policy development or change and participates at the bargaining table for each set of contract negotiations.

The staff conducts investigations of all complaints of alleged employee misconduct or other complaints against employees received from outside normal supervisory channels.

Equal Opportunity. This office is responsible for developing and implementing MDOT programs for internal equal employment opportunity, affirmative action, Title VI, Section 504; external programs for Disadvantaged/Women Business Enterprises, EEO Contract Compliance, On-the-Job Training; and to further improve the internal and external coordination of equal opportunity activities. The internal Equal Employment Opportunity Program placed increased emphasis on training of supervisory employees in affirmative action/EEO management. The external Affirmative Action emphasis during FY 87 has resulted in increased awareness by, and certification and participation of firms owned and controlled by minorities and women in Federal-aid contracts with MDOT, and pre-entry training of women and minorities into the construction industry.

PUBLICATIONS:

D/WBE Program (annual), free
D/WBE Directory (updated monthly), free
OJT Program (annual), free
D/WBE Certification Guide (annual), free
Contractor and Subcontractor Equal Employment Opportunity Handbook, (annual), free

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

OFFICE OF AUDIT

ROBERT B. BOOTH, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2902
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229A; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: To provide advice to the Commissioner of Transportation on audit matters; perform organization-wide internal audits of the Department of Transportation and external audits of contracts and grants negotiated with recipient organizations; and develop and implement the necessary plans and programs to accomplish internal and external audits of financial operations and internal controls, including compliance with certain provisions of Federal laws and regulations.

ORGANIZATION: The Office of Audit was established in June, 1981 in response to one of the Ernst & Whinney Management Study recommendations.

PROGRAM: Internal audits were conducted to provide financial and compliance audit coverage of applicable programs. To comply with the Single Audit Act of 1984 enacted by Congress, audits for the two fiscal years ended June 30, 1987, were conducted jointly with the Department of Audit.

External audits provided support to management and program staff over the administration of contracts with consultants, railroads, utilities, public transportation agencies and political subdivisions. Particular efforts were directed toward implementation of the State single audit process enacted as part of 5 MRSA, Chapter 148-B, as amended.

The Office represents the Department through appointment to the advisory committee assisting the Commissioner of Finance in implementing and administering the Maine Uniform Accounting and Auditing Practices for Community Agencies which were adopted to regulate applicable grant processes as provided under the provisions of 5 MRSA, Chapter 148-B, as amended.

FINANCES, FISCAL YEAR 1988: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

OFFICE OF LEGAL SERVICES

THOMAS G. REEVES, CHIEF COUNSEL

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2681
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229L; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 20 *Legislative Count:* 0

PURPOSE: The primary purpose of the Office of Legal Services is to provide the necessary legal counsel for the Department of Transportation. Accordingly, the Office represents the Department in litigation, provides legal opinions, reviews contracts, and prepares title reports.

ORGANIZATION: The Office of Legal Services originated in 1962 as the Legal Division of the former State Highway Commission which was transferred to the new Department of Transportation in the State Government reorganization of 1972. In December, 1980, the responsibility for investigating and processing accident and damage claims received by the Department and the review of processing of Workmen's Compensation claims was transferred from the Bureau of Safety to this office. In June, 1981, the name of the Division was changed to the Office of Legal Services by administrative action.

PROGRAM: During this fiscal year the Office represented the Department in eminent domain, tort, contract, and administrative litigation. The Office processed 189 State Claims Board referrals; 43 were presented for hearing and 107 were settled. The Office also completed and updated for the Department 3,167 title abstracts. Eleven titles were prepared for the Attorney General's Office. $103,724 of outstanding accounts receivable are currently being handled by the Office. $42,654 has been recovered by the Office for damage to State-owned guardrail and signs. The Office has represented the Department in workers' compensation claims and has rendered advice and counseling services, drafted contracts, leases, and legislative documents, written opinions and performed research in connection with the activities of the Department.

FINANCES, FISCAL YEAR 1988: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

BUREAU OF MAINTENANCE AND OPERATIONS

JOHN E. DORITY, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2661
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 234; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 1,500 *Legislative Count:* 171

Organizational Units:
Highway Maintenance Division
Bridge Maintenance Division
Traffic Engineering Division
State Aid Division
Motor Transport Service
Radio Operations Section
Permit Section

TRANSPORTATION

PURPOSE: The responsibilities of the Bureau of Maintenance and Operations are the summer maintenance of 15,931 lane miles of State and State-aid highways; the winter maintenance of 8,257 lane miles of State highways; the maintenance of 2,750 bridges on State, State-aid, and town highways; the coordination of the State-aid highway construction program; the maintenance and installation of traffic control devices on State and State-aid highways; the management of an equipment fleet for the Department of Transportation; the Overlimit Permit Statute; management of the Department's communication system; and the maintenance of safety rest areas.

ORGANIZATION: The internal organization remains the same and the programs and activities of the several divisions, sections and programs are as follows:

PROGRAM:

The Bureau of Maintenance and Operations requested proposals from consultants to evaluate the present privitization effort and to recommend the future direction of privitization in the Bureau. There were 10 responses to the Bureau's R.F.P. and after careful evaluation the firm of DeLeuw, Cather and Company was selected. The Bureau will be evaluating the consultants study and its recommendations as it develops its FY 1990 maintenance activities.

Bond issues for Bureau programs approved by the voters in November 1987, were a $2.8 million dollar approval to partially fund the Department's Sand-Salt Storage Building Construction Program, a $2.8 million dollar approval to partially fund the Department's Underground Storage Tank Program and a $900,000 approval to cost share in a portion of the Municipal Sand-Salt Storage Building Program based on a legislated participation formula.

Highway Maintenance Division.

Winter Maintenance. The Department is continually trying to improve on its methods and equipment for snow and ice control. We now have five liquid calcium application units located at York, Scarborough, Yarmouth, Augusta, and Bangor. These units are used to spray both sand and pure salt. This enables the abrasives to work at colder temperatures and tends to help them stick to the pavement better under high speed traffic.

The use of front dump bodies was begun this past winter. These are units that can be used as a dump body and as a salt/sand spreader. As a salt/sand spreader, the body dumps forward towards the cab. Advantages of this type includes the elimination of costly inserts (hopper sanders), labor consuming alterations in changing over from hoppers to regular dump, also it distributes more of the payload weight between the front and rear axles and spreads materials in front of the rear wheels for better traction.

This past winter we also had a research project completed by Technical Services which evaluated carbide cutting edges versus hardened steel cutting edges. This project will result in the Department increasing the use of carbide blades.

This past year Highway Maintenance had eleven snow removal contracts for a total mileage of 214 miles at a cost of over $650,000. This type contract is usually in remote areas away from existing highway maintenance lots, and the contractors are normally located nearby. This procedure seems to work well for the State as well as for small local contractors.

Summer Maintenance. The State of Maine suffered a very severe flood on April 1, 1987 and the Division concentrated much of its efforts last year on the repair of highways damaged by this disaster. Although much of the repair work was eligible for Federal Funding, it is on a reimbursement basis, and considerable documentation has had to be developed to support the requests for reimbursement. With its forces engaged in flood damage repair, many of the normal maintenance activities were either abbreviated or deferred.

The prevention of soil erosion from highway maintenance activities has received greater emphasis and in response the Division ordered three additional hydroseeders bringing its count up to seven. This increase allows each of the seven geographical Maintenance Divisions the exclusive use of a hydroseeder. The Division is also placing more emphasis on the use of geotextile type fabrics, ditch liners and numerous and sundry other erosion control devices. The Landscape Section, under the guidance of Clyde Walton, has trained our employees in the use of these new techniques and the results of this training should be seen on the highway systems as improved siltation control and more timely revegetation of maintenance slopes and ditches.

Maintenance continues to lead the way in recycling. Nearly all the old pavements that are dug up on construction type projects are stockpiled at local maintenance lots. These stockpiles are then crushed by use of either our own crushing plant or a rental plant. The option then is to either recycle it by a rented drum dryer which produces a hot mix, or recycle it through a stabilization plant which produces a cold mix. Either method has proved beneficial to the State and helps preserve a valuable commodity (good aggregate).

As usual our hot maintenance mulch program is by far the most popular activity we have. The past year we were able to pave 622 miles with 282,843 tons of material at a cost of $4,660,000.

Safety Rest Area Program. Belfast Industries, a Division of Group Home Foundation, who employ 50 handicapped adults has been retained for maintenance of several rest areas in both the Rockland and Ellsworth areas. This pilot program last year proved very successful and the number of areas has been increased for them this year. We also have Goodwill Industries from the Portland area, a similar organization, do the maintenance on our new facility at Yarmouth opened this spring.

Radio Operations. The radio department installed and made operational the new paging system for the Augusta area. Several alterations were made to the radio system for improved efficiency including the addition of a new transmitter site in Freeport and alterations to the Ossipee Mountain transmitter site which have dramatically improved coverage in the York and Cumberland county areas. The Department continued its replacement program with the purchase of several new radios. The equipment scheduled to be installed at Bangor and Fairfield was deferred due to new test equipment purchased on an emergency basis for the Bangor shop.

In FY 89 the radio department plans to continue upgrading mobile radios with the purchase of approximately 40 new units. Early in FY 89 plans to complete the Fairfield-Augusta link, postponed from last year, will begin. In mid FY 89 new equipment will be installed which will provide coverage in the Western part of the State for the Dixfield Division.

Bridge Maintenance Division. The Bridge Maintenance Division continued maintenance of approximately 2,750 bridges and the administration of the National Bridge Inspection Standards. There are now 13 movable highway bridges in the State. Eight (8) are operated by Bridge Maintenance, two (2) are inactive, two (2) are operated by the New Hampshire Department of Transportation with MDOT sharing the cost, and one (1) is operated by the Interstate Bridge Authority. The operation of the Bath-Carlton Bridge was accepted from the Maine Central Railroad on September 5, 1987.

Bridge maintenance included the removal of winter sand, bridge flushing, touch-up painting, steel and concrete repair, and channel maintenance. Major deck rehabilitation and wearing surface replacement was also accomplished on several major structures. Major painting effort was continued on the Waldo-Hancock Bridge, Memorial Bridge in Augusta, South Bridge in Auburn-Lewiston and the Carlton Bridge in Bath. Maintenance of the ferry transfer bridges was continued for the Bureau of Transportation Services.

The Bridge Maintenance Division work plans were greatly modified by the April 1, 1987 flood. The repair of washouts under and around bridge abutments and piers in the disaster area, and bridge inspections demanded a significant part of the Divisions resources. Although much of the repair work was eligible for Federal reimbursement, Division funds were initially committed to the repair, resulting in the deferring of some routine bridge maintenance projects.

Force Account deck rehabilitation projects that were completed included: Auburn, 202 S.B. over CNRR; Calais-St. Stevens, Milltown Bridge; Calais, Ferry Point Bridge; Bangor, Ohio Street over I-95; and Old Town, Route 16 over I-95. Several maintenance contracts to place riprap around abutments and piers damaged by the April 1, 1987 flood were completed.

Public bridges were inspected in accordance with the National Bridge Inspection Standards. Underwater inspection has received greater emphasis with the development of in-house dive teams. The majority of the municipal bridges requiring weight limits have been posted through a special program.

Traffic Engineering Division. The Traffic Engineering Division continues to maintain, install and design traffic control devices as follows: Painted pavement markings were applied at 400 locations to provide lane use control, advance warnings for stop-and-yield intersections, and railroad crossings. 140,000 gallons of paint were used to apply centerline and edgeline pavement markings on the Interstate system and approximately 6,000 miles of conventional highways. Maintenance operations on electrical systems, flashing beacons, and street lighting systems were continued, with reductions in street lighting levels where possible. 16,000 signs were manufactured and distributed to various sections and divisions for distribution. Plans and specifications were developed for 27 traffic signal projects, 2 major signing projects, 1 major lighting project and 122 traffic control plans (TCP) for construction projects.

TRANSPORTATION

As a part of Maine's so-called, "Billboard" law, Official Business Directional Signing regulations have been implemented in all 16 counties. 1500 pre-approval location reviews of business directional signs are accomplished by Traffic Engineering personnel.

Division Traffic Engineers continue to carry out functional operations at the Division level, including reviews or requests from other operating divisions and bureaus from within the Department and from other State and Federal agencies as well as from municipalities and private citizens.

Permit Section. For the fiscal year beginning July 1, 1987 thru June 30, 1988, the Permit Section, including the 7 Division Offices, issued a total of 25,828 Overlimit Permits for moving loads that exceeded the legal limits. A total of 540 Road Opening Permits were issued for repair work or for new utility installations. Exempt Certificates to travel on Posted Roads were issued for the following:

Fuel Delivery Vehicles	274
Bulk Milk/Grain Delivery Trucks	30
Emergency Moves	11
Rubbish Vehicles	14
Grocery Delivery Vehicles	33

No permits were issued to make transit moves for vehicles with studded tires. 38 Trip tickets were issued for trucks hauling perishable products. 34 Reasonable Access Permits for Twin Trailers and 48' Semi-Trailers were issued.

Motor Transport Service. Motor Transport Service received legislative approval in June 1987 to finance equipment and vehicles not to exceed $12,500,000 in purchase price. Financing was secured in the early months of 1988 and equipment specifications were submitted to Purchases for bid. The result of this bid will be the replacement of approximately 230 pieces of equipment which will begin in July 1988 and terminate in March or April of 1989. All equipment being replaced is of early 1970's vintage and have gone beyond their effective service life. The Augusta M.T.S. facility has received needed renovations to improve its air quality and to improve the efficiency and safety of the varied activities carried out at that location. MTS has also purchased an automated fueling system to replace the custom built, obsolete fueling equipment at AMHI and Capitol Street, Augusta. ACT Computer Services Ltd. were hired as consultants in the Summer of 1987 to evaluate MTS's computer hardware and software requirements. Based on the findings of the consultant and the needs of MTS, an RFP was written describing an automated fleet maintenance management system and was distributed to 80 vendors. Response to the RFP was evaluated by a management review board and a user community group which unanimously chose the system marketed by ACT Computer Services. Contract negotiations are currently underway with installation of software scheduled for August 1988. The Driver Trainer Program established in 1962 has been expanded to include one Driver Trainer per division who will be responsive to the divisions' needs. The Driver Trainer Policy is currently being amended to reflect today's needs and changes in operational policy and procedure which have occurred since 1962.

State Aid Division. Effective July 1, 1981, the Joint Fund State Aid Program was repealed. Accumulated State Aid units raised by towns prior to January 1, 1981, and "new" units as necessary to complete projects under agreement prior to January 1, 1981, will be honored by the State as committed by towns to specific projects prior to November 1, 1981. Of the $19.5 million committed November of 1981, approximately $1 million remain to be expended as of February 1988. Project work, as controlled under the old State Aid statutes and operating procedures will continue until committed funds are exhausted. There is no time limit on the expenditure of committed State Aid funds. This Division continues to administer the Capital Improvement Program which replaces the repealed State Aid Program.

LICENSES, PERMITS, ETC.

Permit:
- Road Opening
- Driveway Entrance
- Overlimit (Height, Weight, Width, Length) Vehicles
- Studded Tires

Certificate:
- Fuel Oil exemption

PUBLICATIONS:

Commercial Vehicle Limit Pamphlet — no fee

Regulations and Instructions Governing Overweight and Overdimension — no fee

Limiting Structures on State and State Aid Highways (Available from Bureau of Finance and Administration — $3.00; if mailed, $5.00)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	28,362,273		118,931	26,583,870	308,942	1,350,530
Health Benefits	2,426,015			2,056,448	6,541	363,026
Retirement	5,907,770			4,949,180	26,741	931,849
Other Fringe Benefits	252,863			213,041		39,822
Other Contractual Service	20,680,443		96	4,462,739	7,914	16,209,694
Rents	17,711,858			17,455,199	45,249	211,410
Commodities	9,015,602		256,602	7,638,318	290,931	829,751
Grants—Subsidies—Pensions	17,088,158		-3,192	16,936,213	225	154,912
Purchases of Land	124,441			-124,685	244	
Buildings and Improvement	249,067			249,067		
Equipment	7,630,150		290,192	6,499,903	840,055	
Interest—Debt Retirement	705			526		179
Transfers to Other Funds	773,468			469,736	-110	303,842
TOTAL EXPENDITURES	109,973,931		662,629	87,389,555	1,526,732	20,395,015

BUREAU OF PLANNING

PAUL J. MINOR, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3131
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 232; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 45 *Legislative Count:* 0

Organizational Units:
Systems Planning Division
Safety and Data Systems Division
Program Management Division

PURPOSE: The Bureau of Planning was established to ensure provision of adequate, safe and efficient highway transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

Through the authority vested in the Commissioner of Trasnportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning to meet present and future needs for adequate, safe and efficient transportation. Primary emphasis is on highway planning efforts which are coordinated with planning for other modes of transportation. The Bureau is spokesman for the State representing the Commissioner before national, regional, state and local agencies, and groups of organizations, as is deemed necessary, to enhance and promote the transportation interests in Maine.

TRANSPORTATION

ORGANIZATION: In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. The Bureau has continued to undergo revisions in its organizational structure to align for present and projected future demands of a state transportation network. In December, 1980, and in accordance with a recommendation of the Ernst and Whinney Management Study, a group incorporating accident safety records and other safety programming efforts was formed and assigned to the Bureau. In February, 1981, the title of the Bureau was changed by legislative action to the Bureau of Planning, and includes a Division of Systems Planning, Division of Program Management, and a Division of Safety and Data Systems.

PROGRAM: The Bureau remains structured and tied to the purpose and mandate of the transportation planning function of the Department and the programs of its divisions are as follows;

Systems Planning. The Division is responsible for transportation planning within the State, specifically for continuing transportation planning efforts in the Portland and Lewiston-Auburn, Bangor, and Kittery urban areas. Special transportation studies are also undertaken in rural and urban areas when necessary. In addition, the Systems Planning Division provides the Department of Environmental Protection with traffic engineering reviews in connection with the Site Location Law.

Program Management. This Division is rsponsible for the development of the MDOT biennial Transportation Investment Program and for Planning Bureau oversight of the implementation of programmed projects by the Bureau of Project Development. During FY 88 this function included the evaluation of candidate capital improvement projects for highways, bridges, rail-highway grade crossings and high accident locations; formulation of improvement strategies for candidate projects; establishing project priorities; financial analysis of funding needs and of available fund sources; and selection of projects allocating available resources to meet the goals of the biennial program. In addition, the Division continued the development of the 1990-91 biennium Transportation Investment Program and provided planning information to the Bureau of Project Development for implementation of the 1988-89 program.

Safety and Data Systems: This Division is responsible for the collection and compilation of data related to highways. Included are traffic volumes, vehicle classification, vehicle weights, speed monitoring, traffic accidents, and roadway inventory. In addition to providing information in the above areas in FY 88, the Division developed: the annual Highway Performance Monitoring System (HPMS) Report; the Highway Safety Improvement Program (HSIP) Report; the engineering portion of the Highway Safety Annual Work Program; and the annual certifications and reports for the 55-Speed Monitoring Program, and the Size and Weight Enforcement Program.

PUBLICATIONS: (Free)

Transportation Investment Program
Rail Safety Improvement Program
Highway Safety Improvement Program
Maine's Highway Needs

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are included with those of the Bureau of Finance and Administration, Department of Transportation.

OFFICE OF POLICY ANALYSIS

GEDEON G. PICHER, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2827
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229P; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: To provide intensive analysis of selected areas and programs within the Department in order to assist the Commissioner in determining policy direction for the Department.

ORGANIZATION: The Office was administratively established in November, 1980 in response to one of the Ernst & Whinney Management Study recommendations. A permanent Director was assigned. Later a permanent Planning & Research Associate was added. Appropriate personnel from within other Bureaus and Divisions are assigned on a temporary basis to satisfy the analysis requirements.

PROGRAM: Completed projects include a Truck Issues Study, with legislation, implementation of relevant portions of Local Bridge legislation, expansion of the ski access law applicability, and organizational conversion of the Maine-New Hampshire Interstate Bridge Authority. Current work efforts include Bridge Management System Development, a Railroad Bridge Study, studies of Commodity Permit Vehicles, National Truck Uniformity Efforts, Truck Issues Activity and related legislation, National Highway Program Development and Financing, Coordination with the Maine Congressional Delegation, and a Highway Cost Allocation Study.

The Director of the Office of Policy Analysis serves as Chairperson of the New England Consortium Advisory Committee and assists the Maine Commissioner of Transportation who is the Chairperson of the Policy Committee.

Bridge Management System Development. A strategy and procedure to maximize bridge life and condition while minimizing use of resources in a manner somewhat analogous to Pavement Management. Background is being developed on the condition, age, and traffic on bridges, and long-term capital and maintenance costs are being developed. A significant part of that effort is related to the implementation of legislation resulting from the Local Bridge Study.

National Uniformity Efforts. Nationwide uniformity in the areas of truck registration, fuel tax payments, operating authority, permits, and vehicle dimensions is sought. The Office of Policy Analysis is actively implementing uniformity measures for the State.

Truck Issues Activity. Coordination of the activities of the National Governors' Association's Truck Advisory Committee, (NGA) Motor Carrier Uniformity Committee, the Maine Truck Issues Advisory Committee, the Experimental Vehicle Committee, and other efforts related to truck issues.

National Highway Program Development & Financing. The Office of Policy Analysis is actively engaged in assuring that National Reauthorization Development & Financing Legislation preserves the interest of the highway program at National, State, and local levels.

Highway Cost Allocation Study. A study to update and refine cost responsibility and cost sharing among users of the highway system is being done. The result will be proposed legislation to move towards greater equity in the sharing of these responsibilities.

New England Consortium Advisory Committee. The Consortium, consisting of representatives of five New England States, including Maine, conducts research on transportation-related projects of regional significance. Studies have included such topics as Truck Permitting and Modern Methods of Bridge Deck Testing. The Advisory Committee reviews policy questions and makes recommendations to the Policy Committee, as well as prioritizing suggested projects and matching them with available funds.

Railroad Bridge Study. This study is being conducted to address deficiencies and funding questions of the State's highway-over-railroad and railroad-over-highway bridges.

Commodity Permit Vehicles Studies. A study of the 100,000 pound general commodity permit vehicle's cost impact on Maine highways is presently underway. A similar study of the cost impact of other selected commodity vehicles will be undertaken.

PUBLICATIONS:

Maine Highway Cost Allocation Final Report, December 1982
Highway Cost Allocation Working Paper #'s 1-9
Commercial Vehicle Limits for Highway Use, Revised August 1986
Maine Truck Size and Weights — Legislative History — March 1985
Overweight Violations in Maine — 1984
Local Bridges — Condition and Management Strategy — Feb. 1985
Final Report of the Truck Issues Advisory Committee, March 1986
Experimental Vehicle Program — Guidelines for Application, Office Review and Vehicle Testing — 1987

Publications are available and free upon request.

FINANCES, FISCAL YEAR 1988: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

MAINE PORT AUTHORITY

DANA F. CONNORS, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1951
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 398; *Citation:* 23 M.R.S.A., Sect. 4420
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine. The Authority is authorized to acquire, construct and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

ORGANIZATION: The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At that time, ferry service was installed by the Authority between Bar Harbor and Nova Scotia. In 1957, the Authority was given responsibility for operation of a ferry line between the mainland and the towns of North Haven, Vinalhaven, Islesboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied activities, directly to the Department under the Division of Ports & Marine Transportation.

The Maine Port Authority consists of a board of 5 directors, who broadly represent the coastal areas of the State. Four directors are appointed by the Governor. The remaining director is the Commissioner of Transportation, who serves as chairman of the board of directors. The directors elect a treasurer and such other officers as the board of directors may from time to time deem necessary.

PROGRAM: The Maine Port Authority has a continuing interest in the potential development of all ports in Maine; and is available to participate in port activities where sound economic justification can be shown.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Transportation Services.

BUREAU OF PROJECT DEVELOPMENT

RICHARD A. COLEMAN, DIRECTOR, BUREAU OF PROJECT DEVELOPMENT AND CHIEF ENGINEER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2055
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 246; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 665 *Legislative Count:* 613

Organizational Units:
Location and Environment
Right-of-Way
Construction
Design
Technical Services
Project Management

PURPOSE: The primary responsibility of the Bureau of Project Development is to develop the Department's capital improvement projects, once funding has been approved, through to construction completion. Certain Divisions within the Bureau; primarily Location and Environment, Technical Services, and Right-of-Way, also serve the Department and the public in non-project-related activities according to their particular expertise.

ORGANIZATION: The project development concept was begun as a part of the Department's reorganization in 1972 when the Project Development Unit was formed as part of the Bureau of Highways. In line with changes suggested by the Ernst & Whinney Management Study, the Bureau of Highways was abolished and several new Bureaus established, among them the Bureau of Project Development. The internal organization of the Bureau includes the divisions of Location and Environment, Design, Right-of-Way, Construction, Technical Services, and Project Management. Each serves the major goals and responsibilities of the Bureau with some activities directly in support of the other Project Development Divisions. Also, demands are placed upon these Divisions for services by other units of the Department, other State agencies and the public.

PROGRAM: The Bureau of Project Development advanced 102 projects to the construction stage during the fiscal year. These projects had a contract value of approximately $50.0 million. The Department's overall capital improvement program continues to emphasize improvements to the existing transportation network rather than additions to it. Conscious efforts are made throughout the project development process to minimize the impact that construction of a project will have on both the surrounding natural environment and abutting property owners. The general goal is to provide the transportation system user with the most cost efficient improvement possible. Development of highway and bridge improvement projects continues at a steady pace. However, Federal funds for these projects remain in very short supply. This year also saw the passage of a Supplemental Capital Improvement Program, adding some $15 million per year for major highway improvements. It also will provide $10 million per year for two years to offset reductions in 1988-1989 Federal aid. Some major improvement projects are also being developed using Maine Turnpike Authority funds to improve access to and from the Maine Turnpike. All of these capital program elements will combine to increase our production, beginning with 1989, to the $75-$80 million level.

Other programs and activities at the Division level are summarized as follows:

Location & Environment. This Division consists of two sections; the Location Section and the Environmental Section. Both sections directly support the Department's Transportation Investment Program and provide various services for the entire Department.

The Location Section has four Engineering/Technical Units. The Survey Group routinely performs all project related preliminary, preconstruction and construction survey activities. These activities currently are of sufficient magnitude that agreements for consultant survey services have been entered into with six (6) firms to provide up to six (6) contract survey crews. The Location Studies Group conducts location studies and analyses regarding alternative locations for highway and bridge projects and, as necessary, determines alignments to be surveyed by the Survey Group. The Photogrammetry Group provides aerial photo coverage and statewide survey control for the entire Department on an as needed basis. It also conducts special surveys such as those related to right-of-way monumentation control, noise and hydrographics; and performs required air and noise analyses. The Public Hearing Displays and Graphics Unit provides all public hearing displays and graphics as necessary for Departmental Investment Program projects. It also provides the necessary graphics for all reports, environmental or engineering required by the Division. All units provide assistance in special environmental studies on an as needed basis.

The Environmental Section has four Scientific/Technical Units. The Environmental Planning Unit provides initial environmental resource reviews for highway and bridge projects (194 proposed projects in fiscal year 1988), gathers and maintains natural and cultural resource data (over 65 categories mapped and filed); conducts special studies (visual impact assessment, environmental assessment); coordinates/implements project wetland mitigation measures, plans and associated reports; analyzes environmentally-related legislative documents; reviews Federal and State environmental laws and regulations; and communicates with various environmental resource agencies and groups. The Environmental Studies Group provides required environmental documentation for Investment Program projects, coordinates with natural and cultural resource agencies and groups, assesses impacts resulting from proposed projects, recommends project mitigation and protection measures, participates in the design of complex mitigation, and administers consultant environmental assessment and impact statement contracts. During 1987 the Environmental Studies Group (ESG) processed environmental documentation for over 200 federally funded highway and bridge improvement projects. Group members attended a course on preparation of environmental documents which will enable them to comply with recently issued Federal Highway Administration regulations and guidelines. Early coordination with the Design Division for the identification of environmental and cultural resources has significant environmental benefits. ESG personnel selectively attended preconstruction conferences or provided written comments on environmental resources involved in the project and to insure that excess materials were not disposed of in wetlands or other critical areas. The Group reviewed Federal and State permit applications prior to their submission to regulatory agencies. ESG personnel participated in the preparation of four plans to mitigate the loss of wetland habitats associated with major improvement projects, and worked closely with the Right-of-Way Division and the Historic Preservation Commission in moving a structure on the National Register of Historic Places. The Landscape Group makes project loam and seed recommendations; develops erosion control methods; does site design and prepares environmental permits for maintenance lots and rest areas; designs and inspects landscape projects; coordinates Operation Wildflower Program with Garden Clubs; conducts agronomic research; and has an important shared management role in the Bureau of Maintenance & Operation's weed and brush control program. The Group is presently conducting a rest area study for handicap accessibility and prototype design for toilet systems in rest areas. The Group presently has 6 landscape projects underway and is involved in weed and brush control along 9,700 miles of roadway. The Well Claims Group supports both Transportation Investment and Maintenance Programs primarily by investigating claims of damage to private water supplies. The Group is currently acting in an advisory capacity in the sand-salt storage building program and is overseeing a study to identify wells polluted by trapped seawater. During fiscal year 1988 the group obtained 520 samples for analysis; investigated 51 Well Claims; accomplished 30 preconstruction project reviews; drilled or dug 13 wells; and otherwise compensated 10 property owners. The Group is also responsible for special studies such as ongoing monitoring of the impacts of construction projects on surface and ground water (9), and of salt storage facilities (16). The Group also acted as hydrogeological consultant to the State Aid Highway Program, the Maintenance Divisions, and Legal Services.

Design. Damage to highways and bridges caused by the flood of April 1, 1987 placed an added burden on the Design Division. Numerous washouts required emergency field investigations to determine the extent of damages and the urgency of corrective repairs. Six bridges were determined to be complete losses, including the Fairbanks Bridge over the Sandy River at Farmington and the 130 year old Lowes Covered Bridge at Guilford and Sangerville. Many highway locations required emergency design work to restore the highway to safe conditions.

In coordination with other D.O.T. Divisions, the Design Division is studying the possibility of utilizing Computer Aid Drafting and Design Systems (CADD), in order to improve the efficiency of design work. CADD will greatly enhance the efforts of the Design Division by providing faster drafting capability which, in turn, offers more opportunity for studying highway and bridge design options for the most economical design.

Continuing the policy of privitization, the Design Division has signed agreements with consultants for design work on 15 highway projects and 13 bridge projects. This policy benefits the Department by making available special expertise when needed and also expands the manpower for increasing overall design work.

Right-Of-Way. This Division supports the Department's capital improvement efforts in several ways. Direct support of the project development process for highway and bridge improvements required the preparation of right-of-way plans for 59 projects involving the appraisal and negotiation of 1311 parcels with a total appraised value of $2,119,715.00. Other related activities include the preparation of State Claims Board Hearings, Superior Court cases, and Municipal/State agreements. Responsibilities outside the development of capital improvement projects to construction occupied a great deal of the Right-of-Way Division's resources. Division personnel removed 3489 illegal and abandoned signs without compensation, and issued 6845 Official Business Directional Sign Permits. Approximately 3000 permits accommodating utilities within the highway right-of-way were issued and over 3800 requests for information regarding highway rights-of-way were processed. Twenty-four (24) parcels/pieces of excess Departmental real estate were sold.

Construction. During Fiscal Year 1988, the Construction Division, through its administratively created divisions, assumed contract administration, construction engineering and construction inspection responsibility for sixty-eight contracts amounting to an estimated $53,200,000.00 as follows:

21	Complete highway construction contracts (including bridges)
17	Highway paving contracts
1	Highway intersection improvement contract
11	Bridge construction contracts (including approaches)
3	Slope rehabilitation & embankment stabilization contracts
8	Traffic signal contracts
1	Grading & base contract
1	Bridge removal contract
1	Highway lighting contract
2	Bridge rehabilitation contracts
1	Truck weighing station contract
1	Track removal contract

Technical Services. This Division consists of two major subdivisions: Research and Development, Geotechnical and Materials; plus the Technology Section.

The Research and Development Subdivision is responsible for research concerning materials and methods used in the construction and maintenance of highways and bridges. In addition to formal research, it provides a wide variety of support services to the department such as concrete and bituminous mix designs, technical reviews, problem solving, specifications, design recommendations, new product evaluation, and pavement management activities. It also administers a continuing program for the use of experimental products that are incorporated and evaluated in construction projects. Research and Development is subdivided into two sections: the Roadway Section and the Structures Section. In addition, an electronic group is housed in Pittsfield at the Maine Facility.

During the past year investigations were concluded and final technical reports published on the following projects:

> Evaluation of Early AASHO (AASHTO) Designed and Other Selected Old Projects; Seasonal Variation for Structural Strength Value; FHWA Demonstration Project #966 Automated Traffic/Truck Weight Monitoring Equipment; TYPE III Cement for Precast Units.

In addition, final reports were published on the following Experimental Construction projects:

Modular Expansion Device, Gardiner-Randolph Bridge; Modular Expansion Device, Covered Bridge, Presque Isle; Modular Expansion Device, Lewiston; Modular Expansion Device, Wiscasset; Chemtrete BSM Weatherproofing, Prospect-Verona; Tensar Snow Fence; Plow Blade Study; Dustaside.

Interim reports for on-going Experimental Construction projects were published on the following:

Reflectorized Aluminum Washers; Carbon Black; Protective Coatings for Structural Steel; Anti-Stripping Agent; Pavement Rehabilitation Techniques; Sawed and Filled Longitudinal Joints on Bituminous Concrete; Latex Concrete; Experimental Utilization of a Fabric-Asphalt Crack Reduction Pavement Interlayer; Experimental Utilization of a Prefabricated Drainage Structure; Roque Bluffs Experimental Paint Testing Site; Culvert Study; BA-2000 Asphalt Additive; Fabrics—Topsfield-Danforth; Clamshell Mulch; Base Drainage—Monticello; Deck Protective Systems for Jonesport-Beals Bridge; Evaluation of Water Based Traffic Paint; Evaluation of Water Based Maintenance Coating System.

Contracts were entered into with the University of Maine for the following Research Projects:

Evaluation of Wearing Surfaces on Bridges; Dragdown of Piles; Cyanide Resulting from Salt Stockpiles.

The Geotechnical and Materials Subdivision includes the following three sections:

The Field Quality Control Section is responsible for providing a testing service to other Divisions within MDOT. During the past year a total of 120 projects required the services of this group. There were 72 bituminous and concrete plants inspected and certified to provide materials for the construction of MDOT projects. Pipe was supplied by 12 different suppliers and each product monitored for quality and workmanship. A total of 32 personnel completed approximately 8,845 tests for acceptance. In addition, nearly 579 independent assurance samples of 62 different products were tested and 372 verification samples were obtained on 108 different items to verify manufacturer's certificates of compliance.

The Geotechnical Section conducted subsurface investigations for all projects for which the Design Division required subsurface information. Soils reports, materials, inventories, drainage studies, and engineering soils maps were prepared to aid the engineers and contractors in the design and construction of the projects.

The Central Laboratory Section is responsible for providing testing services for those products not able to be tested in the field. The laboratory performs both chemical and physical testing. Tests are performed by American Association of State Highway and Transportation Officials (AASHTO) and American Society for Testing Materials (ASTM) methods on soils, aggregate, bituminous materials, cement, concrete, pipe and miscellaneous highway materials. The laboratory is regularly inspected by AASHTO Materials Reference Laboratory (AMRL) and Cement and Concrete Reference Laboratory (CCRL) to insure the quality of the testing.

The Technology Section was established to house the activities associated with the development and administration of the Rural Technology Transfer Program. This program was started entirely with State funds in the Spring of 1986. In the Fall of 1986, the program was approved for FHWA matching funds at a total operating budget of $125,000 per year with a two-year contract starting January 1, 1987. The unit charged with the development and operation of the program is called the Maine Local Roads Center.

The Technology Transfer (T^2) Program is a nationwide effort jointly funded by the Federal Highway Administration (FHWA) and the various State Departments of Transportation as an outgrowth of the FHWA Rural Technical Assistance Program (RTAP). The main focus of the program is to take technical information on rural roads, streets, bridges, and public transportation and put it into a form such that it can be put to practical use by local government personnel.

The Maine Local Roads Center has assembled a mailing list with approximately 1,700 entries, distributed four quarterly newsletters (6,800 copies), developed and conducted two major one-day workshops and organized two additional day-long programs. Workshop titles include the following: Principles of Construction of Quality Hot-Mix Pavements; National Association of County Engineers Training Guide; Permits, Payments, Postings, and Procedures—the DOT and You;—and Minimizing Tort Liability of Local Governments. Each of the major workshops is presented at six different locations around the State. Sixteen separate training sessions have been held this year and 531 people representing 236 towns have participated.

Reaction to the efforts of the Maine Local Roads Center has been excellent. Nearly one hundred percent of workshop participants believed that their time was well spent and over 90 percent believed that their town would save money as a result of their attendance.

A nine-member Advisory Committee helps to assure that the Program goal, to assist Maine towns in dealing with local transportation problems, is realized to best advantage. Planning for several new workshops to be presented during 1988 and 1989 is underway.

Project Management. This Division provides support to the Bureau by developing and maintaining project schedules, monitoring the availability of State and Federal funds, and making sure projects proceed completely and efficiently through the project development process. The Division has major responsibility for the management of a Program/Project Management-Information System (PROMIS). This system provides a computer oriented database for project development and funding data. Use of this system has had a very positive influence on management decision-making as it relates to the dynamics of project development. Additional phases of PROMIS will allow an assessment of manpower impacts as new Capital Improvement Programs are developed, as well as provide automatic capabilities to gauge the affect of changes in any system variable (program level, budget cost, schedule, etc.) on the other variables.

LICENSES, PERMITS, ETC.:

Permit:
- Outdoor Advertising
- Utility Location

PUBLICATIONS: (Provided free upon request)

86-2 Establishing Legume Transplants on Highway Backslopes (final)
86-4 First Field Trials with Sulfur Extended Asphalts (SEA) Binders in Maine (final)
86-5 Seasonal Variation for Structural Strength Value (interim)
86-6 Evaluation of a Capacitance Type Portable Weigh-In-Motion Device (final)
86-7 Weigh-In-Motion Instrumentation of a Bridge (final)
86-9 FHWA Demonstration Project #966 Automated Traffic/Truck Weight Monitoring Equipment (interim)
87-1 Evaluation of Early AASHO (AASHTO) Designed and Other Selected Old Projects (final)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,906,279			5,436,313	9,469,966	
Health Benefits	755,081			232,066	523,015	
Retirement	2,674,226			1,013,353	1,660,873	
Other Fringe Benefits	61,118			61,118		
Other Contractual Service	4,367,866			1,620,458	2,747,408	
Rents	1,487,322			850,568	636,754	
Commodities	2,826,233			1,459,157	1,367,076	
Grants—Subsidies—Pensions	-768,830			245,553	-1,014,383	
Purchases of Land	797,562			24,971	772,591	
Equipment	66,049,137		1,537,329	15,630,395	48,881,413	
Interest—Debt Retirement	16,254,156			16,254,149	7	
Transfers to Other Funds	181,991			206,671	-24,680	
TOTAL EXPENDITURES	109,592,141		1,537,329	43,034,772	65,020,040	

OFFICE OF PUBLIC INFORMATION & MAPPING

JOHN M. STANLEY, ASS'T. TO THE COMMISSIONER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2672
Established: 1984
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 2291; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: To provide information about Department programs, policies and procedures through internal and external information programs; to provide mapping services for Department and public needs; to provide Departmental graphic arts services; and to conduct other related activities.

ORGANIZATION: This Office was administratively established in 1984, replacing the Special Services Division formerly within the Office of Human Resources and Special Services.

PROGRAM: The Office is responsible for creating, conducting and evaluating external and internal public information programs. Typical efforts included preparation and distribution of news releases, pamphlets, booklets and other printed material; authorship of speeches and presentations; publication of an employee newsletter; editing of material prepared by other Bureaus/Divisions/Offices; support services for various special events; and, other special projects as assigned. In addition, the Office created and distributed general and specialized maps for Departmental use and distribution to the general public. Major mapping efforts include: County Inventory Maps showing transportation features by MDOT designation, County Culture Maps showing general pavement condition and man-made features, and Urban Maps showing large-scale details within urban areas of Maine. Other specialized maps were created as needed to meet Departmental needs. The Office also provided graphic arts support for all MDOT Bureaus, Offices and Divisions.

PUBLICATIONS:

County Maps (Large Scale $1.00, Small Scale $.15)
Urban Maps ($.75)
Minor Civil Division Maps: (Large Scale $1.00, Medium Scale $.15, Small Scale — Free)
Highway Systems Map (Free)

FINANCES, FISCAL YEAR 1988: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance & Administration, Department of Transportation.

BUREAU OF TRANSPORTATION SERVICES

RUSSELL W. SPINNEY, DEPUTY COMMISSIONER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: June 25, 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 243; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 87 *Legislative Count:* 7

PURPOSE: The Bureau of Transportation Services was established to plan and develop adequate, safe and efficient integrated public transportation facilities and services which contribute to the economic growth of the State of Maine and the well being of its people, with particular emphasis to low income, elderly, and handicapped individuals. The Bureau conducts a continuing analysis of the amount and quality of air service being provided in the State. The Bureau promotes the advancement of aviation interests, airport development, and administers the operation and maintenance of the Augusta State Airport.

The Bureau undertakes and directs planning studies in regard to the development and improvement of cargo handling facilities at Maine Ports, the development of the Fish Pier Construction Program, and the State Ferry Service. The Bureau also undertakes a continuing analysis of the Maine Port traffic, pier and wharf construction, and cruise ship activities. The Bureau is also charged with the responsibility of developing a biennial capital improvements program for ports and the ferry service and administers the operation and maintenance of the State Ferry Service, and the port and pier facilities within the jurisdiction of the Department.

The Bureau reviews, in cooperation with the Department of Human Services and Mental Health and Corrections, an annual operations plan developed in each of eight regions into which the State has been divided. The objectives include achieving maximum feasible coordination of funds among all state agencies that sponsor transportation, encourage the participation of private transportation operators in the service to the greatest possible extent. State assistance includes: planning and technical assistance to regional operators in the development of annual operations plans, capital assistance for the acquisition of equipment and operating assistance to defray operating deficits for essential service.

The Bureau administers the Local Rail Service Assistance programs of the Federal Railroad Administration which provides assistance in the rehabilitation of light density lines that might otherwise be abandoned and the Railroad/Highway Grade Crossing Improvement Program of the Federal Highway Administration. An approved state rail plan is required to maintain eligibility, and periodic updates are required to establish project eligibility and approval. In addition, the Bureau has been assigned the responsibility of administering the rail safety laws of the State including accident investigations, and a continuing review of the condition of the rail lines within the State in addition to those specific areas designated by law. The Bureau manages leased, abandoned railroad rights of way and state-owned rail lines.

The Bureau also provides the resource for participation by the State of Maine in regulatory matters affecting transportation, which includes the submission of statements (testimony) before federal regulatory agencies, in particular the Interstate Commerce Commission, Civil Aeronautics Board, and the Federal Maritime Commission.

ORGANIZATION: The Bureau of Transportation Services includes the Divisions of Aeronautics, Rail Transportation, Ports and Marine Transportation, and Public Transportation. The programs and activities of the several divisions are as follows.

PROGRAM:

Aeronautics Division. During this fiscal year, programs continued in fulfilling the objectives of the 1979, 1981, 1983, and 1985 Bond Issues for Capital Improvements to Airports. Combined Federal, State and local funds allowed for a total program of $6.88 million. An additional $316,000 was allocated from state and local funds for the engineering and design of future airport needs. The citizens of the State of Maine ratified a Bond Issue in the amount of $1M for State-wide airport improvements. The Division of Aeronautics investigated 3 aircraft accidents; reimbursed 34 sponsors of publicly-owned airports $171,000 for a portion of their snow removal costs; registered 1,212 aircraft, 70 airports, and collected $93,953 in excise taxes. Additionally, the Maine Department of Transportation entered into a contractual agreement with the FAA for the inspection of airports and for the updating of the Airport Master Records. The Augusta State Airport met the needs of the flying public by providing service from three commuter airlines. Total passenger enplanements and deplanements were approximately 21,949. The Executive Aircraft continued to be used frequently, logging more than 400 hours in support of State officials.

Rail Transportation Division. Federal Railroad Administration (Local Rail Service Assistance Program) rehabilitation projects have been completed on the Bangor and Aroostook Railroad (Limestone Branch) and the Aroostook Valley Railroad. Initial efforts of the Division, through the "Request for Proposal" process, to secure an operating agreement between the Department and a qualified shortline operator(s) for the purpose of reinstituting rail service on both the Calais and Rockland Branchlines precipitated several inquiries by interested operators for additional information which primarily focused upon potential rail users located along each branchline, the existence of a State operating subsidy and more favorable lease terms. The Division is currently addressing responses to these inquiries. The Division closely monitored the effects which a recent Guilford Transportation Industries (GTI) railroad labor strike had upon the State's industries which are reliant upon rail service being provided by GTI. Railroad right-of-ways currently earmarked for possible future abandonment are being evaluated by the Division to determine public interest in preserving (rail banking) of these R/W's should actual abandonment take place. The Division remains active in the development and administration of the Department's Rail Highway Grade Crossing Improvement Program.

As a result of legislation enacted by the 113th Legislature in the Second Session, the Division is implementing a railroad track and motive power equipment safety inspection program, a grade crossing exempt signing program and a railroad grade crossing maintenance reimbursement program. As in the past, the Division continues to address public inquiries, requests and complaints relating to the railroad operation within the State.

Public Transportation Division. During fiscal year 1988, the Division continued to provide for the development and maintenance of a surface transportation system with emphasis placed on the State's low income, elderly and handicapped residents. Administration of the program revolves around Federal and State subsidies to transportation providers located through the State. During fiscal year 1988, the Division contracted with 24 different transportation providers. State funds consisted of $400,000 provided from the General Fund and was used primarily in conjunction with local funds for the necessary match of the Federal subsidy program. The Federal program consisted of six separate grants totalling approximately $1,327,698 and with the match provided approximately $7,053,630 for projects. This funding was used for planning, capital equipment and operating expenses within the various public transportation projects.

Ports & Marine Transportation Division. Major corrective work was completed on the vessels, terminals, and operations of the Maine State Ferry Service. Resource assistance was provided to the Ferry Service Advisory Committee, and tariffs are maintained and published governing rates and charges of the State Ferry Service. A new Ferry was constructed and placed into service on the Lincolnville-Islesboro route in December 1987. During the calendar year 1987, the State Ferry Service transported 119,846 vehicles and 330,248 passengers between the three mainland and six island terminals.

The Division also directed implementation of the State Fish Pier Program. To date, Saco, Kennebunkport, Vinalhaven, Eastport, Stonington, Rockland and Portland are complete. The Division is working to improve the flow of import-export cargo through Maine ports. It is also working with existing operators, evaluating current capabilities to handle existing cargo, and developing plans for the design and construction of new and expanded port facilities—new projects are or have been constructed in Portland, Searsport and Eastport. The Division is also working with Casco Bay Lines on a new terminal, new vessel and fleet improvements. The new terminal and new vessel are complete and in service. The Division conducted an inventory of the waterfront infrastructure along the coast. Finally, the Division, working with the Army Corps of Engineers and the Town of Jonesport, assisted in the planning for a major new breakwater and anchorage in Jonesport. Construction started during 1987 and will be completed in the winter of 1989.

LICENSES, PERMITS, ETC.:

- Permit:
  - Dispersal of Chemicals by Aircraft
  - Firing or Launching of Rocket or Missile
  - Commercial Temporary Landing Area—Land
  - Commercial Temporary Landing Area—Seaplane
- Certificate:
  - Aircraft Registration
  - Certificated Air Carrier Airport Registration
  - Commuter Air Carrier Airport Registration
  - Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport
  - Noncommercial Registration—Heliport
  - Noncommercial Registration—General Aviation II—Airport, Seaplane Base
  - Airport Dealer's Registration—Franchise
  - Airport Dealer's Registration—Broker

PUBLICATIONS:

Guidelines for the Development of Annual Operations Plan
Public Transportation Management Plan
Ferry Service Tariff — No Fee
Maine Ports — Brochure — No Fee
Railroad Transportation Policy and Plan—No Fee
Ferry Service Schedule—No Fee
Analysis and Action Strategy for Select Surface Passenger Transportation in Maine—No Fee

FINANCES, FISCAL YEAR 1988: The following financial display was generated from the unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TRANSPORTATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,616,454	196,763			121,798	1,297,893
Health Benefits	102,401	9,961			7,174	85,266
Retirement	293,259	35,974			21,434	235,851
Other Fringe Benefits	9,995	1,281			11	8,703
Other Contractual Service	1,533,625	150,753	47,817	60,981	50,837	1,223,237
Rents	16,596	4,585			397	11,614
Commodities	215,975	760			355	214,860
Grants—Subsidies—Pensions	3,898,730	1,485,230		357,842	1,724,836	330,822
Purchases of Land	21,510				21,510	
Buildings and Improvement	165,533		23,335		142,198	
Equipment	2,575,752	551,341	130,096		1,205,529	688,786
Interest—Debt Retirement	33	5				28
Transfers to Other Funds	1,816,870	1,781,936	534	802	981	32,617
TOTAL EXPENDITURES	12,266,733	4,218,589	201,782	419,625	3,297,060	4,129,677

MAINE TRANSPORTATION CAPITAL IMPROVEMENT PLANNING COMMISSION

DANA F. CONNORS, COMMISSIONER

Central Office: Transportation Bldg., Augusta *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: September 29, 1987

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 251; *Citation:* 23 M.R.S.A., Sect. 4501

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise, consult and assist the commissioner on activities of State Government relating to transportation capital improvement planning. The commission shall be solely advisory in nature. The commission shall not become involved in the preparation or any aspect of the implementation of the department's biennial transportation improvement program.

ORGANIZATION: The commission shall consist of no more than 17 members. Membership shall include one representative from each of the State's 8 designated planning and economic development regions who shall be appointed by the Governor and who shall serve as representatives of local government or regional planning agencies. In addition to these members, the Governor shall appoint one representative on the commission for each of the following areas:

Air passenger or cargo service, rail service, truck service, surface passenger transportation, marine passenger service, marine cargo service and economic or community development. To the extent possible, the Governor shall consider representatives who are active members of established corridor committees. At least 2 members of the commission shall be current members of the joint standing committee of the Legislature having jurisdiction over transportation, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure.

PROGRAM: To assist the Department in the preparation of a transportation capital improvement plan that identifies long-range capital improvement needs for the State's highways and bridges, ferries and related facilities, cargo ports, airports, public buses and related facilities, and rail facilities. The capital improvement plan shall only address needs that are of a Statewide significance. The needs to be addressed shall exclude those items to be addressed in the Department's current biennial transportation improvement program. The capital improvement plan shall set forth goals, objectives, schedules, and a budget that provides a balanced Statewide response to the needs identified. The plan shall be updated every two years and serve as advocate for the public in promoting policies which address the long-term transportation capital improvement needs of the entire State.

The legislation creating this Commission became effective September 29, 1987. The Commission met twice during the Fiscal Year. The first meeting was for the purpose of organization, and the second was to formulate plans to produce a report for the incoming Legislature.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

(OFFICE OF) TREASURER OF STATE

SAMUEL D. SHAPIRO, STATE TREASURER
MAURICE F. STICKNEY, Deputy Treasurer

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2771
Mail Address: Statehouse Sta. #39, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 28; *Unit:* 248; *Citation:* 5 M.R.S.A., Sect. 121
Average Count—All Positions: 15 *Legislative Count:* 18

PURPOSE: A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporarily investing idle funds; to sell bonds of the State as provided by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies. Effective January 1979 the Treasurer undertook the administration of the Abandoned Property Program. The Treasurer also serves on the Maine Municipal Bond Bank, Maine State Housing Authority, Maine State Retirement System, Finance Authority of Maine, Health and Higher Education Loan Authority Boards, Maine Court Facilities Authority, Maine Education Loan Authority and the Maine School Building Authority.

ORGANIZATION: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

PROGRAM:

Cash Management. In a typical year, nearly 3,000,000 State checks are distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 180 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for the checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately fifty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

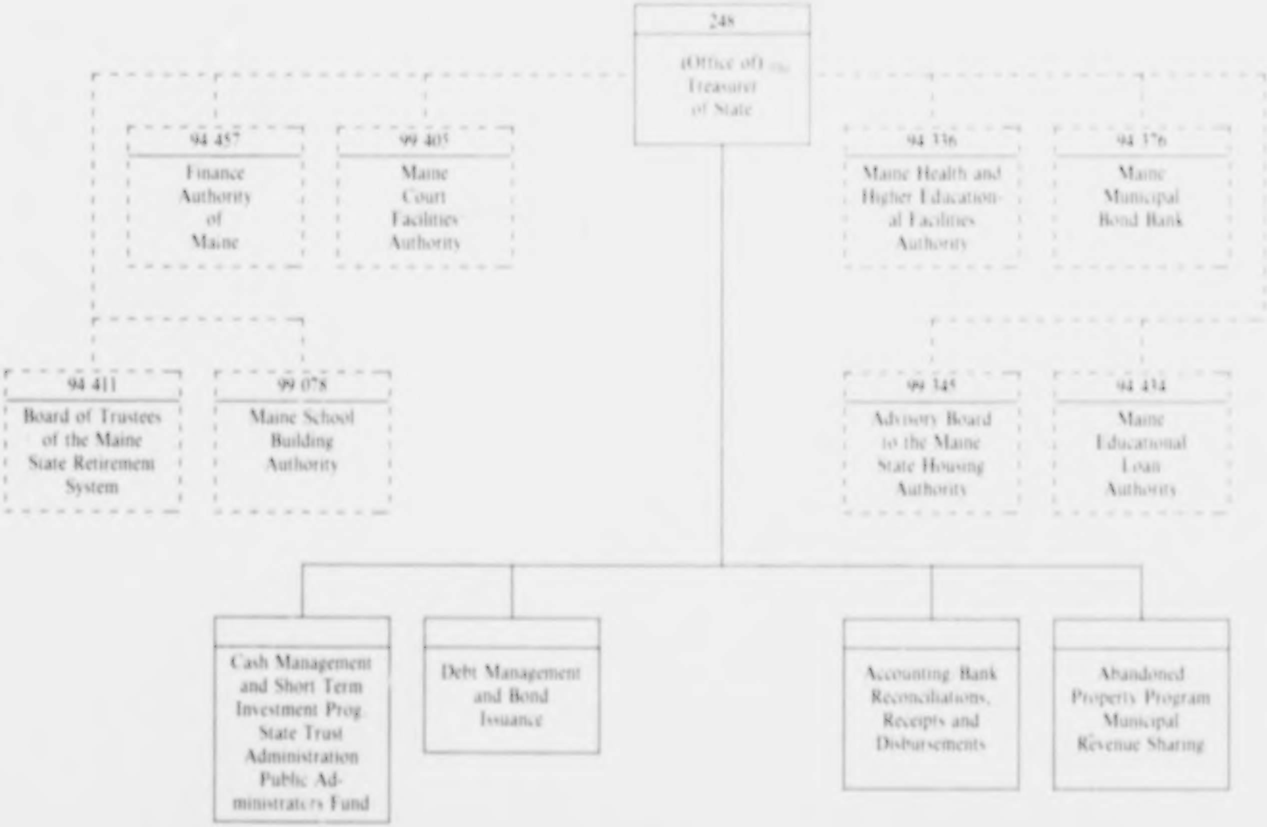
The basic unit of cash income management is the income statement. State agencies file over 36,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

Bad checks received by agencies of the State — those checks lacking proper signatures, having insufficient funds, or otherwise defective — are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 3,000 bad checks will be processed.

A further duty is the sorting and mailing of some 125,000 warrants each year. These reports are sent to the various State agencies to indicate payment information of various bills which have been paid for them with State funds.

Investment Management. Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A minimum uninvested balance is calculated as an inherent part of this program. A portion of this available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with

ORGANIZATIONAL CHART
(OFFICE OF) TREASURER OF STATE
UMB 28


248
(Office of) the Treasurer of State
94 457
Finance Authority of Maine
99 405
Maine Court Facilities Authority
94 336
Maine Health and Higher Educational Facilities Authority
94 376
Maine Municipal Bond Bank
94 411
Board of Trustees of the Maine State Retirement System
99 078
Maine School Building Authority
99 345
Advisory Board to the Maine State Housing Authority
94 434
Maine Educational Loan Authority
Cash Management and Short Term Investment Prog. State Trust Administration Public Administrators Fund
Debt Management and Bond Issuance
Accounting Bank Reconciliations, Receipts and Disbursements
Abandoned Property Program Municipal Revenue Sharing

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 88
TREASURY DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	365,061	365,061				
Health Benefits	21,123	21,123				
Retirement	67,890	67,890				
Other Fringe Benefits	1,508	1,508				
Computer Services—State	28,470	27,585	885			
Other Contractual Service	206,390	204,666	1,724			
Commodities	25,422	25,422				
Grants—Subsidies—Pensions	56,920,102		56,920,102			
Interest—Debt Retirement	41,940,319	41,940,319				
Transfers to Other Funds	267		267			
TOTAL EXPENDITURES	99,576,552	42,653,574	56,922,978			

PUBLICATIONS:

Official Statements prior to sales of State bonds and notes, no charge.
Abandoned Property Listing — Maine Citizens — no charge — on location State Treasury.
Issued State Debt since inception of Bond Program.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

Maine banks, prime commercial paper or U.S. Government securities which mature in less than 24 months and prime banker acceptances and repurchase agreements with Maine banks.

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Other investment considerations are safety and liquidity in determining the different forms and maturities of investments. The economic value of investments in Maine is considered in determining the level of such investments within the State. Each year over twenty-five million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

Long-term investments comprise the various trust funds, principally the Governor Baxter Trust, the Lands Reserved Trust, and the Common Trust. A contract for custody and management has been entered into for a five year period with a Maine bank. Periodically, the State Treasurer and the other officials designated by law supervise these investments and meet with the trust officers from the bank. Recordkeeping and general administrative details are carried out by the staff of the department. Income from the trusts is turned over to the various State departments and local municipalties at regular intervals.

The department has several investment custodian responsibilities as well. Construction contractors may deposit securities as collateral for the payment of retainage. The recordkeeping and payment duties are carried out by the office staff. Similarly, escheated estates, guaranty deposits, and unclaimed and liquidating dividends are administered by the department. Court orders, correspondence and general supervision are maintained to insure the effective discharge of these responsibilties.

Debt Management. Short-term and long-term borrowing is a major program. In a typical year, several million dollars of temporary notes and several million dollars of bonds will be sold to provide funds for State needs. This office prepares the proposals, obtains the necessary approvals, obtains printing of the bonds or notes, receives bids, and delivers and closes the sale. Records are maintained of maturities and interest payments on the nearly $308,275,000 of outstanding State debt. The payments to the fiscal agent for notes, bonds and coupons that mature are initiated here. The cancelled paid items are verified and prepared for cremation. In a year's time, over 120,000 interest coupons and 3,500 bonds plus numerous notes will be processed in this manner. Periodically, the paid debt items are cremated and formal certifications issued for record purposes. In 1984 Registered Bonds replaced Coupon Bonds. There is now $150,000,000 of Registered Bonds outstanding.

Providing information services to credit rating agencies, banks, investors, underwriters, and others is part of this program. These activities are conducted on a continual basis throughout the year.

An important part of the duties of Treasurer derives from membership on various state boards and commissions that effect the size of state debt. A member of all such boards, the Treasurer is able to monitor the size of all debt affecting the State and may comment on and bring influence to bear on the creation of additional debt. The Treasurer is an ex officio member of the Maine Municipal Bond Bank, the Board of Trustees of the Maine State Retirement System, the Finance Authority of Maine, the Maine School Building Authority, the Maine Health Facilities Authority, the Maine State Housing Authority, the Maine Court Facilities Authority, and the Maine Education Loan Authority.

General Management. Miscellaneous financial responsibilities have been assigned to the department through the years. For example, the administration of the State-Local Revenue Sharing program is administered by the office of the Treasurer. Each month 5.1% of the amounts collected from the income and sales taxes are placed in a special account. The following month these funds are paid to municipalities as State assistance.

Other responsibilities include maintaining control records for taxes assessed and reported by the State Tax Assessor.

Abandoned Property. The Treasurer implemented an abandoned property division to protect the interests of the citizens of the State of Maine both as to local properties and out of state intangible properties which are reported to the Treasurer. The division has a supervisor, 2 examiners and an office staff of 3. In 1988 $3,094,039 of abandoned property was reported to the Treasurer of which $1,872,425 was paid to the owners by the State. An on-going effort is made to find the owners of remaining funds. The funds are custodial and the Treasurer will honor claims indefinitely.

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM J. GINN, CHAIRMAN

Central Office: c/o Jack Brown, Div. of Rights-of-Way, Department of Transportation, Statehouse, Augusta, Maine *Telephone:* 289-2391
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: October 1977 *Sunset Review Required by:* Not Established
Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 379; *Citation:* 23 M.R.S.A., Sect. 1904
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The prupose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the implementation of new sign systems and new means to provide tourist and traveler information along highways in the State of Maine.

ORGANIZATION: The Travel Information Advisory Council has 9 members appointed by the Governor for two-year terms as follows: one representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing the Keep Maine Scenic Committee, one representing environmental organizations, one representing non-profit historical and cultural institutions, one representing the general public and one representing sign design and fabrications artisans. All members are appointed by the Governor with the chairman being designated.

PROGRAM: The Advisory Council will continue to be involved in implementing the program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council plans to work closely with the Department in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displays.

PUBLICATIONS: The Department of Transportation, in conjunction with the Advisory Council, has prepared regulations for off-premise business signs which are available from the Right of Way Division of the Department of Transportation.

FINANCES, FISCAL YEAR 1988: 23 M.R.S.A., Section 1925 provides that expenditures of this unit shall be borne by the Department of Transportation.

MAINE TURNPIKE AUTHORITY

ROBERT K. PACIOS, CHAIRMAN
PAUL E. VIOLETTE, EXECUTIVE DIRECTOR

Central Office: 430 Riverside St., Portland *Telephone:* 207-871-7771
Mail Address: 430 Riverside St., Portland, Maine 04103

Established: 1941 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 99; *Unit:* 420; *Citation:* 23 M.R.S.A., Sect. 1963

Average Count—All Positions: 350 *Legislative Count:* 0

PURPOSE: This Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

ORGANIZATION: The Authority consists of 4 members plus the commissioner of the Department of Transportation who is an ex officio member. These 4 members are appointed by the Governor subject to confirmation by the Legislature. The Governor appoints a chairman from this group of 4. The Authority is empowered to elect a secretary-treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic, and is an independent agency created by the Legislature.

PROGRAM: Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls, and supplements selected D.O.T. programs for access roads to the Turnpike and along the corridor.

LICENSES, PERMITS, ETC.

The Maine Turnpike Authority issues permits which authorize oversize loads and overlimit loads. The fee for the permits is $10.00.

PUBLICATIONS: Maine Turnpike *Rules & Regulations* Governing the use of Turnpike.

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehenisve fiscal data relative to this unit.

BOARD OF TRUSTEES UNIVERSITY OF MAINE SYSTEM

HARRISON L. RICHARDSON, Chairman
ROBERT L. WOODBURY, Chancellor

Central Office: 107 Maine Ave., Bangor *Telephone:* 947-0336
Augusta Office: 150 Capitol Street, Augusta 623-2531
Mail Address: University of Maine System, 107 Maine Avenue, Bangor, Maine 04401
Established: 1865 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 421; *Citation:* 1967 P&SL Chap. 229
Average Count—All Positions: 4,150
Organizational Units:
Board of Trustees
Office of the Chancellor
System Wide Services
University of Maine at Augusta (UMA)
University of Maine at Farmington (UMF)
University of Maine at Fort Kent (UMFK)
University of Maine at Machias (UMM)
University of Maine (UM)
University of Southern Maine (USM)
University of Maine at Presque Isle (UMPI)
Maine Public Broadcasting Network (MPBN)

PURPOSE: The University of Maine System is the state university of Maine. It provides undergraduate, graduate, and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine System was established to "develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20, § 2251). Its Board of Trustees is authorized to provide through its institutions an organized program of instruction, research, and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially, and culturally disadvantaged; to research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to make effective use of available resources for the operation of programs for the nontraditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a Chancellor as chief administrative and academic officer and, on the nomination of the Chancellor, appoint campus Presidents; approve and prepare the operating and capital budgets of the University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

ORGANIZATION: The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL — Orono, Portland, Augusta, Law School. The result was the creation of the consolidated University of Maine System in 1968, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. Portland and Gorham were made a single campus in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine. In 1986 the University of Maine was renamed the University of Maine System and the University of Maine at Orono's name was changed to University of Maine.

PROGRAM:

Instruction. The University of Maine System is a multi-campus system providing a comprehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate for advanced study and doctoral programs, including the professional degree in law. Academic programs include offerings in arts and sciences, agriculture, business, education, life sciences, and engineering.

Fall 1987 enrollment in all University programs totaled 29,428 and 3,890 persons were awarded degrees in 1986/87. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners has led to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilites have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural, and industrial needs of regions.

Public Service. Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities, and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension Service (CES) and the Maine Public Broadcasting Network (MPBN). CES is a product of federal, state, and county governments and relates directly to the family, homemaker, and youth by providing educational and informational assistance to individuals, families, and communities. MPBN is licensed to the University of Maine System Board of Trustees to provide a statewide public network, both radio and television, for broadcasting of a predominantly educational, cultural, and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies, and the communication of information of importance to the citizens of Maine.

Research. Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching, and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist the local economy. Much research and development has proved extremely productive and useful. The two major centers for research at Orono and at Southern Maine have made an impressive record in both basic and applied research. Responding to both community and individual requests, University research unquestionably has benefitted Maine's business, agriculture and government.

UNIVERSITY OF MAINE SYSTEM
FULL-TIME REGULAR EMPLOYEES
DECEMBER 1987

BY EMPLOYEE CATEGORY	
Faculty	1,366
Professional and Administrative	980
Classified	1,804
Total	4,150

BY SOURCE OF FUNDING	
Educational and General	2,864
Auxiliary Enterprise	581
Restricted	705
Total	4,150

PUBLICATIONS:
(1) *The Chancellor's Report,* University of Maine System (free)
(2) Chancellor's Newsletter, Univeristy of Maine System (free)
(3) The Maine Book (free)

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

UNIVERSITY OF MAINE

UNIVERSITY OF MAINE SYSTEM
STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS
FOR THE YEAR ENDED JUNE 30, 1988

	1988			
	Unrestricted			
	General	**Designated**	**Restricted**	**Total**
REVENUES:				
Educational and general —				
Tuition and fees	$ 40,085,015	$ —	$ —	$ 40,085,015
Governmental appropriations-state	111,459,124	—	1,795,492	113,254,616
Governmental appropriations-federal	50,000	—	3,772,358	3,822,358
Governmental grants and contracts-state	—	—	4,158,327	4,158,327
Governmental grants and contracts-federal	—	—	25,540,098	25,540,098
Private gifts, grants and contracts	—	225,008	8,156,360	8,381,368
Endowment income	2,069	303,057	869,510	1,174,636
Recovery of indirect costs	2,649,212	—	—	2,649,212
Sales and services of educational activities	3,493,781	3,690,884	205,381	7,390,046
Other sources	4,523,626	3,879,780	—	8,403,406
Total educational and general	$162,262,827	$ 8,098,729	$44,497,526	$214,859,082
Sales and services of auxiliary enterprises	35,007,234	—	—	35,007,234
Total revenues	$197,270,061	$ 8,098,729	$44,497,526	$249,866,316
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general—				
Instruction	$ 68,093,809	$ 3,446,699	$ 1,719,186	$ 73,259,694
Research	6,392,882	1,188,474	10,020,416	17,601,772
Public service	6,635,177	4,085,284	12,971,156	23,691,617
Academic support	21,823,112	150,237	2,028,463	24,001,812
Student services	14,554,237	420,453	395,443	15,370,133
Institutional support	18,673,719	1,208,752	74,652	19,957,123
Operation and maintenance of plant	17,791,047	5,304	3,780	17,800,131
Student aid	3,643,015	28,612	17,284,430	20,956,057
Mandatory transfers for loan funds	16,109	—	—	16,109
Total educational and general expenditures and mandatory transfers	$157,623,107	$10,533,815	$44,497,526	$212,654,448
Auxiliary Enterprises-				
Expenditures	$ 31,435,940	$ —		$ 31,435,940
Mandatory transfers for retirement of indebtedness	1,358,268	—		1,358,268
Total auxiliary enterprises	$ 32,794,208	$ —		$ 32,794,208
OTHER TRANSFERS:				
Current funds-appropriated	$ 1,820,089	$ —		$ 1,820,089
Current funds-designated	3,332,730	(2,435,086)		897,644
Current funds-restricted	(23,695)	—		(23,695)
Loan fund	54,000	—		54,000
Endowment funds	(34,845)	—		(34,845)
Plant funds-unexpended	1,056,187	—		1,056,187
Plant funds-retirement of indebtedness	462,167	—		462,167
Total transfers	$ 6,666,633	$ (2,435,086)		$ 4,231,547
Excess of revenues over expenditures and transfers	$ 186,113			$ 186,113

BUREAU OF PUBLIC ADMINISTRATION

KHI V. THAI, DIRECTOR

Central Office: University of Maine, Orono *Telephone:* 581-4136
Mail Address: 25 North Stevens, Orono, Maine 04469

Established: 1965 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 423; *Citation:* 1965 P&S Chap. 185

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Today, the Bureau continues to focus its efforts on improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, defining objectives and evaluating results.

ORGANIZATION: Created in 1965 by the 102nd Maine Legislature, the Bureau of Public Administration is currently the Division of Research and Public Service at the University of Maine.

PROGRAM:

Applied Research and Consultation Services. Research activities focus on broad governmental policies and problems, as well as more specific, short-term analyses of issues of concern to state and local jurisdictions.

In most instances, research efforts result in published materials which are disseminated to both State and national audiences. These typically serve as curriculum resources, guidelines for legislature and/or Congressional action, or continuing reference sources.

Management Training and Development Services. The Bureau of Public Administration provides a Management Education Program for administrative, technical and professional personnel in state and local government as well as non-profit organizations. Two major types of management education programs are offered:

The Public Employee Development Program offers courses of usually one day in length and are open to all public employees in locations across the state;

Maine Executive Institute is a two-week program for State government executives.

On-Site Training Programs are developed and deiivered on request and tailored to meet the specific needs of a municipality or state agency.

The Bureau also provides more in-depth long-term consulting assistance through organizational development programs. These include Team Building for Manager and Department Head Teams; Interpersonal and Intergroup Conflict Resolution; Organizational Analysis; Goal Setting and Implementing Staff Development Plans.

PUBLICATIONS:

Cash Management for Small Communities. John G. DePalma, Quentin B. Spector, and Bruce E. Benway, March 1978.
Charter Study Series. James J. Haag, et. al., 1970.
Working Paper Series.
Zoning: An Overview, Ross Plambeck, Zoning Series No. 1, May, 1974.
Zoning: The View of the Courts, Paul Braciotti, Zoning Series No. 2, May, 1975.
Zoning: Roles and Relationships, Cynthia Brown, ed., Zoning Series No. 3, May, 1975.
Zoning: The Code Enforcement Officer, Laura E. Campbell, Zoning Series No. 4, May, 1975.
Zoning: The Board of Appeals, Paul Braciotti and Cynthia Schacht, Zoning Series No. 5, May, 1975.
Personnel Administration Manual for Local Govt., Jeanne Bailey McGowan, editor. August 1980. $2.50.
Complete publications list available upon request.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees, University of Maine System. In addition to its fixed annual appropriated budget, the Bureau receives funds from grants/contracts.

BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES

ROBERT L. OHLER, M.D., CHAIRMAN

Central Office: Cony Road, RFD #2, Augusta *Telephone:* 622-2454
Mail Address: Cony Road, RFD #2, Augusta, Maine 04330
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 397; *Citation:* 37B M.R.S.A., Sect. 603

PURPOSE: The Board of Trustees of the Maine Veterans' Homes was established to plan, build and manage a home for veterans, their spouses, widows, and widowers. In April 1986, the 112th Maine Legislature authorized the Trustees to plan and develop two additional State Veterans' Homes, a 120-bed nursing home to be located in southern Maine and a nursing home, not to exceed 60 beds, located in Aroostook County. In the fall of 1988, construction will begin on a 40-bed nursing home addition to the Cary Medical Center, to be known as the Maine Veterans Home at the Cary Medical Center, Caribou. Construction will also begin, at about the same time, on a 120-bed nursing home, to be known as the Maine Veterans Home at the University of New England, Biddeford.

The 113th Maine Legislature passed *AN ACT to Fund a Demonstration Teaching Nursing Home* and appropriated $200,000 for FY 88-89 in order "to increase the number of health care providers with improved capabilities to deliver geriatric care to the State's elderly population."

ORGANIZATION: The Board of Trustees of the Maine Veterans' Homes was established in 1977 and consists of ten members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

PROGRAM: The Maine Veterans Home, a 120-bed Medicaid Certified Intermediate Care Facility, located in Augusta, accepts for admission war time veterans and the spouse, widow or widower of such veteran, in need of nursing home care. During fiscal year 1986, a total of 43,751 days of care were provided.

The Maine Veterans Home is a clinical resource for training in geriatric medicine of graduate medical students studying in the specialty of Family Practice medicine at the Maine-Dartmouth Family Practice Residency Program. It is also a clinical resource in geriatric nursing education for Registered Nurses, Licensed Practical Nurses and nurse aides. These educational functions fulfill, in part, the goal of the Maine Veterans Home to provide patient service, education and research in geriatric and rehabilitative medicine. During fiscal year 1988, a total of 43,697 days of patient care were provided.

FINANCES, FISCAL YEAR 1988: There are no general fund appropriations for the Maine Veterans' Homes. Operational costs are covered by income from patients, the Medicaid Program and a Veterans Administration per diem of $20.35 paid the Home on behalf of each eligible veteran.

BOARD OF VISITORS — AUGUSTA MENTAL HEALTH INSTITUTE

Central Office: State Office Bldg., Augusta *Telephone:* 289-4223
Mail Address: Statehouse Station #40, Augusta, Maine 04333

Established: April 8, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 451; *Citation:* 34B M.R.S.A., Sect. 1403

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: The Board of Visitors at Augusta Mental Health Institute will meet on a regular basis and provide supportive advice to the hospital. It will be comprised of voluntary community representatives appointed by the Governor.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Augusta Mental Health Institute.

BOARD OF VISITORS—BANGOR MENTAL HEALTH INSTITUTE

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 422; *Citation:* 34B M.R.S.A., Sect. 1403
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: The Board of Visitors at the Bangor Mental Health Institute meets on a regular basis and provides supportive advice to the institute. It is comprised of voluntary community representatives appointed by the Governor.

FINANCES, FISCAL YEAR 1988: The expenditure of this unit are, by administrative decision, included with those of the Bangor Mental Health Institute.

BOARD OF VISITORS — MAINE CORRECTIONAL CENTER

ROBERT BOURQUE, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Established: November 22, 1982

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 449; *Citation:* 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To visit Maine Correctional Center and provide appropriate comment, advice, and recommendations to the Governor, Commissioner, and appropriate Legislative Committees.

ORGANIZATION: A Chairman and four members are appointed by the Governor.

PROGRAM: During the year, members of the Board visited the facility as a committee and also individually. The Board is particularly concerned with consequences, programmatic and institutionally, associated with severe overcrowding and results of new legislation.

The Board of Visitors will continue to provide periodic review. As overcrowding problems ease, Board members will be interested in program improvements.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS — MILITARY AND NAVAL CHILDREN'S HOME

Central Office: 103 South St., Bath, Maine *Telephone:* 443-4251
Mail Address: 103 South St., Bath, Maine 04530

Established: September 2, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 466; *Citation:* 34-B M.R.S.A., Sect. 1412

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Visitors is a general advisory committee to assist in the development of policy and program changes regarding the use of the Home; monitoring the progress made toward the objectives outlined and presented during the Homes' current transition; and providing continuing oversight of the Home, its programs and policies.

ORGANIZATION: The Board of Visitors consists of a minimum of 9 members and includes: the Associate Commissioner of Programs, Department of Mental Health and Mental Retardation; a representative from the Bath Community; a Bath school principal; a representative from an Alcohol Treatment Program; a social worker; a designee of a veteran's organization; 2 citizens from outside the Bath area; and, someone appointed from the Department of Human Services.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Military and Naval Children's Home.

BOARD OF VISITORS — PINELAND CENTER

WILLIAM BOOTH, CHAIRPERSON

Central Office: State Office Bldg., Augusta: *Floor:* 4; *Telephone:* 289-4223
Mail Address: Statehouse Station, #40, Augusta, Maine 04333

Established: April 8, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 452; *Citation:* 34B M.R.S.A., Sect. 1403

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board Members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: In FY 88 the Board of Visitors at Pineland Center met regularly with a prepared agenda of items. The Board worked closely with the Superintendent in reviewing client and staffing levels. The members of the Board met with staff members to discuss programs and concerns. Some members of the Board met with the Consumer Advisory Board as well as Legislative Committees. The minutes of the Board and its activities were kept.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Pineland Center.

BOARD OF VISITORS — STATE PRISON

DANIEL McGUIRL, CHAIRPERSON

Central Office: State Office Bldg., Room 400, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Established: November 22, 1982

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 450; *Citation:* 34-A M.R.S.A., Sect. 3002

* *Average Count—All Positions:* 0 *Legislative Count:* 0

PURPOSE: The purpose of the Board of Visitors is to visit the Maine State Prison and provide appropriate comment, advice, and recommendations on management to the Governor, Commissioner of Corrections, and appropriate legislative committees.

ORGANIZATION: A five-person Board is approved by the Governor for a term of one year and shall be eligible for reappointment. The current Board of Visitors was appointed in March, 1988, and will serve from March, 1988 to March, 1989. The members for the Board of Visitors, Maine State Prison, Thomaston were:

Daniel P. McGuirl, Chairperson
John F. Corcoran
Peter Jonitis
Lauretta Luke Rush
Chrispan Connery

PROGRAM: We classify our activities during the year as both an evaluation process and constructive suggestions and recommendations for the overall assistance and betterments of the existing physical plant at Maine State Prison, plus due and proper consideration for all staff personnel.

The Board of Visitors met 13 times during the fiscal year 1987-1988 at various locations to include the Maine State Prison, Central Maine Pre-Release Center, Augusta and the Bolduc Unit. The meetings at Maine State Prison were an inspection tour of all facilities, to include the cell blocks, kitchen and the industries buildings, also the Bolduc Unit. Meetings at all other locations were primarily to address other pertinent items of great importance to the overall operation and the future of Maine State Prison.

The Board is still vitally concerned with the effects that the legislative process has brought to bear on impeding the construction of the Maximum Security Prison to be constructed on State-owned land in Warren. The Board is still of the opinion and is unanimously convinced that the Maximum Prison should be a 500-bed facility, broken down as follows: 300 Maximum Security beds, 100 beds for classification and 100 beds for segregation.

We are still firmly convinced that the existing MSP facility should be rehabilitated and established as a 200-bed Medium Security Prison.

Time is of utmost importance. In addition to the failure to start construction, the delaying action is costing the citizens of this great State of Maine many dollars; as a matter of proven fact, in the millions of dollars.

The Board strongly recommends that a training officer be hired by the Department of Corrections and that he be authorized to establish various classes, courses and programs designed primarily for corrections personnel throughout the department. Further, that he be authorized to arrange for professional training personnel from the outside (i.e., Attorney General's Office, University of Maine, other out of state universities and/or any organizations specializing in corrections proper procedures and practices).

A special training program should be established for supervisory personnel.

With specific reference to medical training a certain amount of personnel on all shifts should be qualified in CPR. A program should be established and the requirements should be part of future hiring of personnel.

We realize that additional monies will have to be appropriated and specifically designated for the said training and each facility should be allocated a budget figure on an annual basis.

We strongly suggest that an attempt be made to contact the University system and request the possibility of establishing a two-year associate degree course geared to upgrading a correctional officer's education. The opportunity should be made available for all officers within the Department of Corrections and when the officer completes the course, he is compensated in some manner for his accomplishment.

Actually, a separate credit program could be established for NIC and ACA courses. A variety of courses are readily available.

A very important area that requires immediate attention, and that is with respect to Caseworkers, Legislative action is necessary for a clear cut definition clarification. Licensed Social Workers, in many respects, is too broad a term. There will be space available in the very near future (upon completion of the Maine State Prison Recreational Buildings) and we wholeheartedly suggest that these areas (space) be reserved and designated for staff. An exercise room is one possibility. A family room type area could be established. There is the possibility of setting up two to three office-type conference rooms, where Social Workers, for example, could interview their clients on a one to one basis, without interruption or interference. The Substance Abuse personnel could really use this type of a facility.

With respect to the recruitment of guards, the basic item is money. The present weekly salary is inadequate to draw high caliber types of individuals from within our catchment area. Other incentives submitted for consideration would be—Bonus system for individual guard recruitment and establishment of a 120 accrued sick day policy. This would greatly reduce absenteeism and allow a guard to establish a rainy day fund.

We have strongly recommended a Public Relations man for the Department for the past two to three years, but to no avail. This position has become more important as time goes on. The individual could maintain a liaison with T.V. stations, for example, and establish recruitment ideas, plus activities and Show Room articles, a plan similar to the Department of Inland Fisheries and Game, which is most effective. Promote. Promote. Promote.

With specific reference to the various future projects required by the Department, we recommend that monies be requested for seed money to cover preliminary studies and surveys and, with this procedural approach to the project, all will be in a state of readiness as to the actual construction when the bond issue monies become available. This approach will save time and enable the State to obtain more for its dollar at the present going rate.

The Maine State Prison, because of its overcrowding and lack of preventive maintenance over a period of many years, operates, on many occasions, under a crisis management syndrome, over which the Warden and his staff have no control. It is amazing as to how exceptionally well they handle each and every individual situation. They are required to stretch their managerial skills and capabilities to the bitter end. They deserve both much credit and recognition for their outstanding command of the given situation.

The Industries section of Maine State Prison has a golden opportunity to gainfully employ many of the inmates and this phase of the Prison operation should and could be self-supportive. However, under the present operational conditions, due to antiquated equipment, it is unable to fully utilize its potential and/or capabilities. They could and should be competitive in the marketplace, plus, the various State institutions and other departments should be required to give the Prison Industries first consideration.

Morale—A very important factor in the overall effective and efficient operation of Maine State Prison and/or any facility in this nature.

There are many minus factors and plus signs are rare.

Example—Promotions within the guard forces, the slots or positions are few in number so, in many cases, this detracts from the individual's overall future possibilities.

Personnel are promoted to a higher level position and, through a bureaucratic snafu, the person responsible for the financial benefits to accompany the promotion failed to submit the necessary paperwork to the Bureau of the Budget on time and, for this individual's blatant blunder, the individual must be deprived of the monies rightfully and deservingly hers for the next several months. It is hard to understand why a person in this predicament does not have any recourse.

The Board of Visitors, Maine State Prison, is presently in the process of compiling a complete report covering all phases of our responsibility and the said report will be distributed to all committees and individuals as directed by Statute.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS — MAINE YOUTH CENTER

VACANT, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Established: October 1982

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 448; *Citation:* 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To monitor program, rights, and administrative issues concerned with the Maine Youth Center; and to report to the Commissioner and appropriate Legislative Committees, as well as the Governor's Office.

ORGANIZATION: The Chairman and committee members are appointed by the Governor.

PROGRAM:

1. Visitations to Maine Youth Center.
2. Meetings with appropriate members of the staff as well as residents.
3. Written reports including observations and recommendations to the Commissioner and Superintendent.
4. Meetings to review observations and recommendations with the Commissioner, Chief Advocate, and various other representatives of the Department and/or institutions.

The Board of Visitors of the Maine Youth Center has conducted a series of visits, meetings, and individual visits as part of its activities. In general, these activities have resulted in an observation that the Maine Youth Center is a well managed institution, there are no apparent issues related to the disregard for the rights of residents on the part of staff, there is an active and well structured program for the youth assigned to custody, and the administration and staff have been most open and responsive to the inquiries of the Board.

Other issues such as those concerned with the needs of the program, improved systems of accessing funds for educational, clinical and medical services, the future of the Maine Youth Center with regard to the findings of the Jail Monitoring Committee and adequate support to the administration of the Center, are among those addressed in the Board's written reports. When placed in comparison to other juvenile correctional facilities throughout the country, it would appear that the Maine Youth Center is among the better institutions.

FINANCES, FISCAL YEAR 1988: This unit is not authorized to receive or expend funds.

BOARD OF TRUSTEES OF THE MAINE VOCATIONAL-TECHNICAL INSTITUTE SYSTEM

MICHAEL W. AUBE, CHAIRMAN

System Office: 323 State Street, Augusta, ME *Telephone:* 289-1070
Mail Address: 323 State St., Sta. #131, Augusta, Maine 04333

Established: June 28, 1985

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 480; *Citation:* 20A M.R.S.A., Sect. 12702

PURPOSE: The Board of Trustees of the Maine Vocational-Technical Institute System was established by P.L. 1985 Chapter 695 to be the policy-making authority of the system. To develop and adopt policies for the operation of the system; establish the administrative council; and approve programs and policies recommended by the executive director and the administrative council; to prepare and adopt a biennial, line-category, operating budget; to develop and adopt personnel policies and procedures.

ORGANIZATION: The Board of Trustees of the Maine Vocational-Technical Institute System, as established by Chapter 695, P.L. 1985, consists of 12 members. Nine are from the fields of business, industry, labor, education and the general public, one from the State Board of Education and one from the Board of Trustees of the University of Maine System. The Commissioner of Educational and Cultural Services, the Commissioner of the Department of Economic and Community Development and the Commissioner of the Department of Labor serve ex officio.

PROGRAM: P.L. 1985 Chapter 695, "AN ACT to establish the Maine Vocational-Technical Institute System" was signed into law on April 16, 1986. Chapter 695 set in motion the reorganization of the statewide network of vocational-technical institutes — up until then operated as subsidiaries of the Bureau of Vocational Education, under the governance of the State Board of Education — into the Maine Vocational-Technical Institute System, an autonomous post-secondary educational institution governed by an independent Board of Trustees of the Maine Vocational-Technical Institute System.

The new System constitutes a "public instrumentality of the State" but not a "line" State agency, included in or attached to a cabinet department; its status vis-a-vis State government is similar to that of the Maine Maritime Academy or the University of Maine System.

The VTI system represents an investment of approximately $100 million that has helped meet the technical training needs of the State of Maine for over 40 years. The first VTI was established after World War II to provide vocational and technical training to returning veterans.

Today, the new VTI System offers certificate, diploma, and associate degree programs in over 65 different program areas — including horticulture, business management, accounting, data processing, computer programming, secretarial science, electronic technology, allied health technologies, nursing, construction trades, automotive technology, marine trades, welding technology, and graphic arts.

Overall, the six Maine Vocational-Technical Institutes have a clear sense of mission, an excellent placement record, and a strong base of support at the local and regional level. The VTI network has consistently enjoyed strong support from the Legislature and the voters of Maine. The Legislature awarded $1.86 million in General Fund appropriations to the VTI system for FY 1988 and $1.58 million for FY 1989.

But to fulfill its potential as an economic development tool of the first rank, and also to fully meet the multiple and ever-changing needs of the growing population of "non-traditional" students in the State, the VTI system must develop a high level of flexibility and visibility, and an ability to move quickly and decisively in response to business requests and shifts in the labor market.

Since Chapter 695 was defined as emergency legislation, the law took effect on the date it was signed. However, the full-scale implementation of the VTI System was phased in on an orderly basis.

VOCATIONAL-TECHNICAL INSTITUTE SYSTEM

The VTI System Office, set up by legislation to provide statewide coordination and leadership to the VTIs, operates at 323 State St., Augusta. The transition to complete independence for all six campuses — Central Maine VTI, Eastern Maine VTI, Kennebec Valley VTI, Northern Maine VTI, Southern Maine VTI, and Washington County VTI — was completed on July 1, 1988.

The Board of Trustees' goal is to develop a compact and highly cost-effective administrative structure, which can mobilize the VTI system to meet new challenges, while at the same time maintaining the closest possible ties with all of public education. Prominent features of the VTI system include:

— a rationalized planning process, with statewide coordination but a regional focus;

— increased coordination in program planning between the VTI system, the University of Maine System, and the employment training system;

— new partnerships between the VTI system and the private sector;

— provide the most efficient operation of the MVTIS;

— provide an information base for long-range planning and research including sufficient data to respond to the technical training needs of the private sector and the State's economy; and,

— a new emphasis on short-term, quick-response, and on-site programming, with extensive "brokering" of programs back and forth between the VTIs, secondary Vocational Regions and Centers, and adult education programs.

In the long term, the board looks toward the development of an integrated education and economic development system, in which secondary vocational education, postsecondary technical education, adult education, and employment training all have important roles to play.

Vocational Education in Postsecondary Schools: Vocational education at the postsecondary level is offered through a statewide network of six vocational-technical institute (VTIs). Established and supported by the legislature of the State of Maine, the VTIs until 1986 operated as subsidiaries of the Bureau of Vocational Education, under the governance of the State Board of Education. On April 16, 1986, P.L. 1985, Chapter 695, created the Maine Vocational-Technical Institute System (MVTIS), an autonomous postsecondary educational institution governed by an independent Board of Trustees.

P.L. 1985, Chapter 695 defines the basic mission of the Maine VTI System in the following terms: "To provide associate degree, diploma, and certificate programs, directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further defines the primary goals of postsecondary vocational technical education and MVTIS as "to create an educated, skilled, and adaptable labor force which is responsive to the changing needs of the economy of the state, and to promote local, regional, and statewide economic development."

The MVTIS enrolled 3,100 full-time and 8,000 part-time students in 1986. In 1987-88, they employed 300 instructional staff and an administrative staff of 45.

Student aid is made available to VTI students through College Work Study, Pell Grants, State Scholarship Grants, State Student Incentive Grant funds, along with individual scholarships offered at the respective VTIs. Remedial programs are offered through federal vocational funds, JTPA programs are funded at the VTIs under the eight percent education coordination and grants setaside of the JTPA Title II(A) funds.

VTI Work Study: College Work study programs are offered by each of the postsecondary vocational technical institutes to aid students with their educational costs. During fiscal year 1988, an estimated 350 students participated in work study programs. Students were employed as office workers, custodians, maintenance helpers, and grounds-keepers.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational-technical institutes, vocational centers, and vocational regions. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

PUBLICATIONS:

Course catalogs for each campus — free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF TRUSTEES OF THE MAINE VOCATIONAL-TECHNICAL INSTITUTES EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	6,959,423	5,873,564	470,159		615,700	
Health Benefits	369,912	332,298	21,447		16,167	
Retirement	1,226,705	1,071,232	79,972		75,501	
Other Fringe Benefits	31,976	25,964	3,030		2,982	
Computer Services—Comm	619	619				
Computer Services—State	5,042	42	5,000			
Other Contractual Services	4,856,949	2,613,543	1,894,480		333,083	15,843
Rents	140,588	81,059	54,615		4,914	
Commodities	2,817,342	1,535,185	1,178,384		93,820	9,953
Grants—Subsidies—Pensions	11,562,992	7,738,770	2,665,798		1,158,424	
Buildings and Improvement	996,827	9,542	3,490			983,795
Equipment	406,777	214,919	69,056		28,672	94,130
Interest—Debt Retirement	817,637	1,294	1,153			815,190
Transfers to Other Funds	55,124		39,708		15,416	
TOTAL EXPENDITURES	30,247,913	19,498,031	6,486,292		2,344,679	1,918,911

ENERGY TESTING LABORATORY OF MAINE

Telephone: 799-7303
Telex: 887274

Central Office: Tripp Bldg., Southern Maine Vocational-Technical Institute, Fort Road
Mail Address: Southern Maine Vocational-Technical Institute, Fort Road, So. Portland, Maine 04106

Established: 1976 *Sunset Review:* Not Established

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 424; *Citation:* 20-A M.R.S.A., Sect. 10201

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Energy Testing Laboratory of Maine is a nationally accredited and recognized laboratory. Its reports are recognized by the International Conference of Building Officials (ICBO), the Building Officials and Code Administration International, Inc., (BOCA) and by the Southern Building Code Congress International, Inc. (SBCCI).

In addition to the recognition of these three regional code organizations, ETLM reports are accepted by twenty-four states, and the Province of Alberta, Canada.

ETLM was created in 1976 to test for safety central heating equipment for the Maine Oil Burner Men's Licensing Board, now the Maine Oil and Solid Fuel Board. That program led to expanded activities, including the testing of central heating appliances, radiant stoves and other devices. Since its creation, the Lab has tested and listed more than 600 different appliances in its Product Listing Directory. It has done work for more than 200 companies from the United States, and nineteen foreign countries.

ETLM which has always been located on the grounds of the Southern Maine Vocational-Technical Institute evolved from the heating and air-conditioning program of SMVTI.

ORGANIZATION: Effective July 5, 1983, ETLM became an integral part of SMVTI and has the authority, among others, to conduct tests, list products, supply labels, make reports, provide consultant services, conduct educational programs, and provide other services consistent with the overall goals and objectives of ETLM.

The goals and objectives of ETLM are to provide those services which, among others, will meet the safety needs of industry and the public regarding the quality of construction of products tested by ETLM, the maintenance of high standards for testing conducted by ETLM, and the provision of educational and other consultant services, and will merge with the educational goals and objectives of SMVTI.

FINANCES, FISCAL YEAR 1988: The Laboratory receives fees to cover expenses, which are included in the Southern Maine Vocational-Technical Institute account for Energy Testing Programs and therefore reflected in the financial display for the Board of Trustees of the Maine Vocational-Technical Institute System.

CENTRAL MAINE VOCATIONAL-TECHNICAL INSTITUTE

RICHARD C. CONRATH, DIRECTOR
RICHARD H. LEE, JR., Asst. Director

Central Office: 1250 Turner St., Auburn *Telephone:* 784-2385
Mail Address: 1250 Turner St., Auburn, Maine 04210
Established: 1964 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 440; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 77 *Legislative Count:* 0

PURPOSE: The primary mission of Central Maine Vocational-Technical Institute (CMVTI) is to provide instruction in trade and technical skills and training for business and industry while simultaneously developing within its students the capacity to grow and to adapt to the changing needs of business and industrial technologies. The Institute believes it serves its students and the community best by training competent and responsible workers who are not only skilled in up-to-date techniques, but who have positive attitudes about working.

ORGANIZATION: CMVTI was established on July 5, 1964, and enrolled students in four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. Originally, the Institute leased a building in Lewiston. In January of 1966, it was relocated to its present campus, on a 110 acre site donated to the Institute by the City of Auburn. The first class numbered 47 students. CMVTI has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The Institute now offers 11 programs of study: Associate Degree Nursing, Architectural and Civil Engineering Technology, Automotive Technology, Building Construction Technology, Electromechanical Technology, Food Preparation Technology, Graphic Arts Technology, Machine Tool Technology, Practical Nursing, Metal Fabrication Technology and Welding Technology. Of these, Practical Nursing is a trimester program with classes scheduled throughout the calendar year. Welding and Food Preparation Technology are one-year programs. All other programs are two years in duration. CMVTI awards certificates, diplomas and associate degrees to those students who have successfully completed program requirements.

The CMVTI campus includes three dormitories, a vehicle maintenance building, and the initial building which has sustained five additions to house educational activities. A new building to house the Food Preparation Technology program is expected to be dedicated in the fall of 1988.

As with the other vocational technical institutes, CMVTI is governed by the Board of Trustees of the Maine Vocational-Technical Institute System.

PROGRAMS: Central Maine Vocational-Technical Institute's program offerings are divided into 3 categories: catalog programs, part-time continuing education coursework, and special community interest programs.

Catalog Programs. These are full-time intensive programs designed to provide training at the postsecondary level for entry into trade, industrial and business positions. Curricula for these courses is designed to meet performance standards for the specific career for which students are preparing. Courses are developed with the advice of faculty and craft committees, and are approved by the director. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields. The Associate Degree Nursing program is accredited by the National League for Nursing. The Associate Degree program in Architectural and Civil Engineering Technology is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. The Automotive Technology program has been designated Automotive Service Excellence, "Master Certified," by the National Automotive Technicians Education Foundation.

Continuing Education. Through this division, courses are offered to employed and unemployed individuals in order to further develop present capabilities with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These courses draw on assets of the catalog programs and on materials provided through outside trade, industry and academic sources.

Special Community Interest Programs. These are usually programs of short duration and intense content, offered in cooperation with outside interest groups. Seminars are co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMVTI serves a catalytic role and provides a place to hold meetings. These programs may be presented at CMVTI, or off campus locations, but under the sponsorship or cosponsorship of CMVTI. Programs have been organized through CMVTI and presented over a large area of the State of Maine. Programs are not limited strictly to trades, but also encompass what are usually considered professions.

Student Performance Data. In the past, CMVTI has employed one, five, and ten year student follow-ups to assess student performance as employees in the occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Overall results have shown that CMVTI is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields.

During FY 88 approximately 500 students were enrolled full-time (equivalent) at CMVTI and approximately 2,400 persons were taking courses through the Institute's Continuing Education division.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

CMVTI Catalog
CMVTI Student Handbook (current each year)
CMVTI Program Brochures (illustrated folders which describe each of the programs offered)
CMVTI Continuing Education Division Bulletin (issued twice each year)
CMVTI Alumni Newsletter (issued semiannually)
CMVTI Student Yearbook (prepared annually)

All but the last of these publications are available without charge and may be obtained by addressing requests to the Institute.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

EASTERN MAINE VOCATIONAL-TECHNICAL INSTITUTE

L. STEVE THORNBURG, DIRECTOR

Central Office: 354 Hogan Rd., Bangor *Telephone:* 941-4600
Mail Address: 354 Hogan Rd., Bangor, Maine 04401
Established: 1965 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 441; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 84 *Legislative Count:* 0

PURPOSE: Programs at Eastern Maine Vocational-Technical Institute are intended to prepare the individual for immediate employment upon graduation.

The Institute offers an educational program at the one and two-year post-secondary level to train technicians to function as productive members of society. These graduates will have acquired the vocabulary of technicians, understand the basic principles of the fundamental sciences which are common to both the professional and semi-professional aspects of technology, and will be able to supervise and assist the skilled worker.

ORGANIZATION: EMVTI started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street. The Machine Tool program was operated out of the machine shop in the new Bangor High School on a shared basis with the high school. Distributive Education, Electronics, and Electrical Power classes were all held at the old high school.

The first entering class numbered 90 students. An appropriation of $1,000,000 had been made available by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road, and work began in the fall of 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September, 1967. The classroom and administrative spaces became available in January, 1968.

Further legislative appropriations made possible an addition to the Building Construction shop and a laboratory wing. In 1971 these resulted in the inauguration of four new programs: Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. In 1974, the first class in Radiologic Technology was graduated.

The first dormitory and eating facility was opened for occupancy in the fall of 1969. Another dormitory having facilities for both men and women was completed in 1975. The two dorms provided living facilities for approximately 200 students. A large building originally owned by the Bangor Mental Health Institute was donated to EMVTI and converted into a much needed athletic facility. This was ready for use in 1974.

Programs in Heating, Refrigeration/Air Conditioning and Welding were implemented in 1979 in a modern building which also houses a 150-seat lecture hall. The Adult and Continuing Education division has grown to serve nearly 3,000 people in a variety of programs in the eastern Maine area. EMVTI is governed by the Board of Trustees of the Maine Vocational-Technical Institute System.

A new Automotive and Heavy Equipment Shop was completed during the fall of 1986.

PROGRAM: During FY 1988 Eastern Maine Vocational-Technical Institute has operated fourteen (14) full time training programs and 300 part time course offerings. There were nearly 600 full time students and 3,000 part time students enrolled.

Areas of major progress have been in specific industry training and the addition of associate degree nursing and welding.

EMVTI offers a planned balance of classroom, laboratory and practical experience designed to produce competent technicians. Students are expected to develop proper work attitudes and habits in conjunction with skill development.

The class of 1987 placement rate approached 98% at graduation.

The Library has been completely remodeled to house a Technical Library. The EMVTI Library has been designated as a repository for the American Welding Society.

A Technical Studies Program has been instituted to assist students wishing to develop skills to enter regular higher education.

A Counseling Center has been established to help our students.

LICENSES, PERMITS, ETC.:
Associate Degree in Applied Science
Diploma
Certificate

PUBLICATIONS:
Eastern Maine Vocational-Technical Institute—Catalog 1989-90
Student Handbook 1988-89

Adult and Continuing Education. A listing of CED courses (updated by semester).
Single brochure for all programs.
Individual brochures for each program.
EMVTI Viewbook
EMVTI Key Facts Brochure
Residential Life Handbook
All publications are available without charge at the school.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

KENNEBEC VALLEY VOCATIONAL-TECHNICAL INSTITUTE

BARBARA WOODLEE, DIRECTOR

Central Office: Western Ave., Fairfield *Telephone:* 453-9762
Mail Address: P.O. Box 29, Fairfield, Maine 04937
Established: 1969 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 442; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 58 *Legislative Count:* 0

PURPOSE: K.V.V.T.I. is dedicated to the belief that each individual should be offered a continuing opportunity for the development of skills and knowledge leading to productive employment, job satisfaction, and self-fulfillment. The Institute assumes a responsibility for a skilled work force through a cooperative effort with industry, business, service and health organizations. The Institute further believes the preparation of a skilled workforce is necessary for the continuation and promotion of local, regional, and statewide economic development.

K.V.V.T.I.'s mission is to provide education designed to prepare men and women for employment and advancement through full and part-time Associate Degree, Diploma, and Certificate Programs. In addition, continuing education courses are offered to meet both the short and long term needs of Maine's citizens as well as the changing needs of Maine's employers.

ORGANIZATION: Kennebec Valley Vocational-Technical Institute (KVVTI) was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. KVVTI began operations in the fall of 1970 using equipment and facilities of the Regional Vocational Center in Waterville. Emphasis was directed toward short-term intensive programs.

KVVTI occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979, the Legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education, along with the other five (5) vocational-technical institutes (VTIs). During the summer of 1980, KVVTI purchased 60 acres of land and buildings adjacent to I-95 in Fairfield. Programs were offered at both the Fairfield and Waterville sites. In October of 1986, construction was completed on a new multi-purpose classroom building at the Fairfield campus. All of K.V.V.T.I.'s programs are now based in Fairfield.

PROGRAM: KVVTI offers the following full-time vocational programs: Heavy Equipment Maintenance, Building Construction Technology, Electrical, Business Administration, Secretarial Science, Medical/Dental Assistant, Respiratory Therapy Technician, Licensed Practical Nursing, Associate Degree in Nursing, Electrical/Electronics Instrumentation, Emergency Medical

Technology, and Microcomputer Business Systems. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters/millwrights/ironworkers. Growth has been increasing to the point that KVVTI's programs are fully subscribed.

GOALS:

KVVTI endeavors to meet the following goals in its programs and services:

1. Provide quality programs and services that are relevant to the educational and economic needs of Maine citizens.
2. Provide opportunities and assistance for the economically and educationally disadvantaged and handicapped.
3. Contribute to economic development and growth of the region and State.
4. Strengthen the relationship with secondary and post-secondary schools.
5. Continually strive to provide for the highest quality of educational instruction.
6. Provide quality administrative services.

The stated goals and objectives of KVVTI's Long Range Plan provides for growth and expansion.

KVVTI provided vocational education to over 310 regular day students during FY 1988 while evening division enrollment exceeded 3,200. Placement of graduates has averaged 94%. Although enrollment in programs is not limited to Maine students, the Institute draws most of its students from the 150,000 citizens residing within a 30 mile radius of Waterville. Continuing Education courses cover a wider geographical area, from Jackman to Rockland. KVVTI is fully accredited by the New England Association of Schools and Colleges. The Respiratory Program is accredited with the Council on Medical Education of the American Medical Association. The Practical Nursing Program is accredited by the Maine State Board of Nursing. The Registered Nursing Program is accredited by the National League for Nursing and the Maine State Board of Nursing.

LICENSES, PERMITS, ETC.:

KVVTI awards diplomas to all students satisfactorily completing all one school year program requirements. Certificates are presented in the short term programs.

The Associate Degree is granted to all students satisfactorily completing the two-year Business Administration, ADN (Registered Nursing), Secretarial Science, Emergency Medical Technology, and Electrical/Electronics Instrumentation programs.

PUBLICATIONS:

KVVTI catalog revised bi-annually. Sent to all interested students, guidance, and various agencies. Provides general information of the Institute's programs, application procedures, courses, etc. — free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures — free.

Brochures — assorted brochures which provide general information of the Institute's regular and Continuing Education courses to interested citizens. — free.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

NORTHERN MAINE VOCATIONAL-TECHNICAL INSTITUTE

Central Office: 33 Edgemont Dr., Presque Isle *Telephone:* 769-2461
Mail Address: 33 Edgemont Dr., Presque Isle, Maine 04769
Established: 1961 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 443; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 98 *Legislative Count:* 0

PURPOSE: The central purpose of NMVTI is to provide quality instruction in various technical and occupational specialties. Graduates receive specific training and the general educational skills necessary to obtain and upgrade their employment in their chosen occupation. These services are delivered to full and part-time students in many different settings on the main campus, Loring Air Force Base, six branch campuses and various businesses and industries in Northern Maine.

ORGANIZATION: NMVTI is a State of Maine supported, fully-accredited, postsecondary institution, governed by the Board of Trustees of the Maine Vocational-Technical Institute System under provisions of Title 20-A, Chapter 431 M.R.S.A.

The Institute began classes in 1963 and is located on an 87 acre tract on the former Presque Isle Air Force Base. For the first eight years the school operated in converted Air Force facilities. The first new permanent building was completed in 1970 and ten others have been added with a new multi-purpose building completed in June, 1987.

Four occupational programs were offered initially with an enrollment of 70 students. In School Year 1987-88, NMVTI offered instruction in 19 occupational programs with an enrollment of 1,282 full-time equivalent students. NMVTI offers two-year Associate Degree, two year Diploma and one year or less Certificate programs.

PROGRAM: NMVTI served 1,282 full-time equivalent students in 19 different technical programs during FY 88. Commencement figures indicated that 269 students completed institute programs. Annual job placement figures for the 1987-88 class were favorable with over 90% of the available graduates being gainfully employed.

During FY 88 the evening division served over 720 people by offering courses on campus, at Loring Air Force Base, and at satellite locations in Houlton, Van Buren, Katahdin and Caribou.

Additionally, the continuing education division continued to offer numerous special programs such as:

—Pharmacology Program
—Paramedic Training
—Class I driving academy
—Oil Burner Service Technician program for Maine Oil Dealers' Association

Over 4,800 individuals used campus facilities for general meetings and workshops.

LICENSES, PERMITS, ETC.:

Associate Degree
Diploma
Certificate

PUBLICATIONS:

Pamphlets describing the occupational programs
Student Handbook
Institute Catalog
Financial Aid Brochure
Admissions Requirement Information Sheet
Full-Time and Part-Time Schedules — 2 times per year
Campus Overview Sheet

(These publications are all free.)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

SOUTHERN MAINE VOCATIONAL-TECHNICAL INSTITUTE

WAYNE H. ROSS, DIRECTOR
WILLIAM WARREN, Assistant Director

Central Office: Fort Rd., So. Portland *Telephone:* 799-7303
Mail Address: Fort Rd., So. Portland, Maine 04106
Established: 1946 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 444; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 176 *Legislative Count:* 0

PURPOSE: Southern Maine Vocational-Technical Institute is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social habits and attitudes. The Institute believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility to successfully compete in a chosen occupational field.

ORGANIZATION: Southern Maine Vocational-Technical Institute was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences, necessitated more comprehensive facilities. During the summer of 1952 the Institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational-technical institutes within the state required the name to be changed to Southern Maine Vocational-Technical Institute, (SMVTI).

The present SMVTI campus of approximately sixty acres now consists of thirty-eight buildings, ranging from the technical instruction facilities to dormitories. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography
Automated Office Management
Automotive Technology
Building Construction
Cardiovascular Technology
Culinary Arts
Dietetic Technician
Drafting
Electrical Technology
Industrial Electronics Technology
Electronics Technology
Heating & Air Conditioning
Hotel-Motel-Restaurant Management
Industrial Electricity
Law Enforcement Technology
Practical Nursing
Machine Tool Technology
Marine Science Engineering
Nautical Science
Plant & Soil Technology
Plumbing
Radiation Therapy
Radiologic Technology
Registered Nursing (LPN Upgrade)
Respiratory Therapy
Surgical Technology
Wastewater Treatment Plant Operator

Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the Institute to maintain maximum efficiency of facilities and personnel.

SMVTI is governed by the Board of Trustees of the Maine Vocational-Technical Institute System, under provisions of Title 20-A, Chapter 431, M.R.S.A.

PROGRAM: The past year has been an interesting one for Southern Maine Vocational-Technical Institute. The acceptance of the quality of the institution by students and employers has been gratifying. Continued progress by faculty and staff toward improvement of quality has been commendable.

Students. Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 1,512 in the 87-88 school year. An additional 5,000 persons were served through the Adult and Continuing Education Division in courses for upgrading, retraining and apprentices. This division also provided courses for over thirty area industries, businesses, trade associations, Job Training Partnership Act programs, and communities to assist in upgrading personnel. These courses are offered in-plant and on campus and are specifically designed for the industry.

Financial Aid. Over 450 students received $1 million in student financial aid during 1987-88. Needy students applied for grants and work programs including Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Guaranteed Student Loans, and State scholarships. Financial counseling and planning services to students and their families are also available through the program.

Other Activities. This past year has been one of energetic progress here at SMVTI, and as it goes into the decade of the 80's it is making great strides as a leading postsecondary educational institution in New England. It is interesting to note that a recently published enrollment fact sheet lists SMVTI as the eighth largest postsecondary educational institution in Maine in terms of full-time equivalency students enrolled.

Applications for admission to day programs have remained reasonably stable in the past year, some programs experiencing an increase in the number of applicants and some a decrease in line with the smaller high school graduating classes across the state. Many programs still receive at least twice the number of applicants as they have available space. Applications received at the institute are approximately twice our capacity for incoming freshman slots.

There continues to be a high demand for such programs as Culinary Arts, Plumbing, Health Programs and Hotel/Restaurant Management. The Allied Health programs have developed rapidly. Radiological Technology, Respiratory Therapy, Radiation Therapy and Surgical Technology are now offered at the Associate Degree level. Our new one-year program in Cardiovascular Technology has been very successful. Placement of students in these fields, as in most SMVTI programs, is nearly 100 percent.

Other changes in curriculum include a Dietitian Technician credential in Culinary Arts, a one-year Certificate option in Building Construction, Machine Tool Technology, and Drafting, and numerous short-term technical programs, funded by JTPA, to meet demands of industry in areas of Secretarial Science, Machine Tool, Building Construction, and Electro-Mechanical Maintenance.

Our faculty has been provided with staff development funds to enable them to keep up with the growing technologies demanded by today's industries. We are proud of our faculty accomplishments, and they would be an asset to any school in the country. Our dedicated support staff personnel are amazing in the way they provide assistance in the operation of a facility of this size and contribute so much to the success of the institution.

The approval of the VTI Bond Issue has facilitated SMVTI in the construction of a multipurpose Campus Center which opened in the fall of 1987 and has become the focal point of all student services.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

No charge for any of the following publications:

Campus Map
SMVTI Viewbook
Admissions Policies and Procedures
Program Brochures as follows:
- Applied Marine Biology & Oceanography
- Automotive Technology
- Building Construction
- Cardiovascular Technology
- Culinary Arts
- Dietary Technician
- Drafting
- Electrical Technology
- Hotel-Motel-Restaurant Mgt.
- Industrial Electricity
- Law Enforcement Technology
- Machine Tool Technology
- Marine Science Engineering
- Plant and Soil Technology
- Wastewater Treatment Plant Operator (booklet)
- Radiation Therapy
- Radiologic Technology
- Registered Nursing (LPN Upgrade)
- Respiratory Therapy

Electronics Technology
Industrial Electronics Technology
Heating, Air Conditioning
Automated Office Management
Plumbing and Heating
SMVTI Catalog, 1988-1990
Nautical Science

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

WASHINGTON COUNTY VOCATIONAL-TECHNICAL INSTITUTE

RONALD P. RENAUD, DIRECTOR
DAVID SOUSA, Dean of Students

Central Office: River Rd., Calais *Telephone:* 454-2144
Mail Address: River Road, Calais, Maine 04619
Established: 1969 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 445; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 60 *Legislative Count:* 0

PURPOSE: The purpose of Washington County Vocational-Technical Institute (WCVTI) is to provide post-secondary vocational-technical education for citizens of Maine. Full-time instruction is offered in 15 occupational programs. Part-time instruction is provided to upgrade and retrain those already in the work force.

ORGANIZATION: WCVTI was established in 1969. Located on the outskirts of Calais, on a hillside overlooking the St. Croix River, the campus ranges over 400 acres of rolling, open fields fringed by a thick evergreen forest. Modern, functional buildings house the classrooms, shops and library. Thirteen occupational programs are offered at Calais. They are Automotive, Building Construction, Diesel Service, Electronic Communications, Food Service, Heating, Heavy Equipment, Plumbing, Residential Commercial Electricity, Secretarial Studies, Welding, Wood Harvesting and Heavy Equipment Operation. A new Associate Degree in Electronic Communication and Business is offered jointly with the University of Maine at Machias.

In 1978 WCVTI established a Marine Vocational Center at Eastport. Private contributions and an Economic Development Administration Grant made possible the purchase of a waterfront site and renovation of instructional facilities. Two marine-oriented programs are offered at Eastport. They are Boatbuilding and Marine Painting.

The curricula at WCVTI consist of a balanced schedule of classroom study and realistic shop projects. Students learn by doing, as well as by studying theoretical and technical aspects of the field. Each of the 14 instructional programs offered at WCVTI has been designed to prepare students for existing job opportunities. Course content is revised on an annual basis to conform with the changes in requirements, regulations and innovations of industry. Training at the Institute is enhanced by courses in Communications, Personal Finance, and Mathematics.

WCVTI is governed by the Board of Trustees of the Maine Vocational-Technical Institute System under provisions of Title 20-A, Chapter 431, M.R.S.A.

PROGRAM: WCVTI enrolled 185 full-time and 1,175 part-time students during the 1987-88 school year, and is accredited by the New England Association of Schools and Colleges. Furthermore, surveys indicate that most of the schools' graduates are employed in the occupation for which they were trained.

The current enrollment goal is 300 full-time day students.

Day Care Center. The campus Day Care Center continues to provide services to the children of AFDC recipients and WCVTI students through funding from the Bureau of Vocational Education.

Counseling Center expands services. Psychiatric services will be available on campus in addition to the psychological and social services previously offered. Housed on campus, the Counseling Center provides services to area residents and serves WCVTI students on a drop-in or referral basis.

Home Construction. The Building Construction Program undertook its fourth new home construction project, with assistance and funding from community sources. A ranch style home was built on campus and sold prior to completion. In addition to providing valuable construction experience for students in the Building Construction, Residential Electricity, Plumbing and Heating classes, the project seems to have spurred some additional new home construction in Calais.

Class 1 License Training. Tractor-trailer license training has been added this year to the Heavy Equipment program curriculum. This training is offered to all mechanical trades students who desire it. This training provides a skill that is necessary in the heavy equipment trade and is a desirable addition to the automotive, diesel, and wood harvesting programs.

Heavy Equipment Operation Option in Wood Harvesting Program. A specialized program is being offered within the Wood Harvesting Division to train heavy equipment operators. Currently this is being accomplished with the support of Associated General Contractors and JTPA. The Heavy Equipment Operation program will provide skilled operators to meet the increasing demand in the construction industry.

LICENSES, PERMITS, ETC.:

Diploma
Certificate
Associate Degree in Electronic Communications and Business — offered jointly with UMM

PUBLICATIONS:

1. WCVTI Catalog 1984-86 (Free)
2. WCVTI Viewbook (Free)
3. Marine Trades Center Brochure (Free)

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

DEAN C. MARRIOTT (is a member of NEIWPCC from Maine)

Central Office: 607 Boylston Street, Boston, Mass. 02116 *Telephone:* (617) 437-1524
Location: AMHI — Ray Building, Augusta
Mail Address: Statehouse Station #17, Augusta, Maine 04333
Established: 1947 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 428; *Citation:* 38 M.R.S.A., Sect. 532
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

ORGANIZATION: The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

PROGRAM: Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Vocational Technical Institute in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:

The NEIWPCC — A Description
Careers in Wastewater Treatment Technology — New England Regional Wastewater Institute
NEIWPCC Annual Report
The Facts of Life ... or the Birds & Bees of Water
Why Should I Save Water?
Northeast Damage Report of the Long Range Transport And Deposition of Air Pollutants
A Cause for Alarm — Acid Precipitation in the Northeast
MTF — The Training Facility That's Going Places
Regional Information Clearinghouse & Instructional Resource Center
Water Connection, quarterly newsletter
Here Lies the Problem — a brochure on underground storage tanks
ALL FREE

FINANCES, FISCAL YEAR 1988: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

WHITEWATER ADVISORY COMMITTEE

LARRY CUMMINGS, CHIEF WARDEN (COLONEL)
HERBERT VERNON, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: June, 1983 *Sunset Termination Starting by:* June 30, 1990
Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 454; *Citation:* 12 M.R.S.A., Sect. 7369A
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the Department and report to the Legislature on the implementation of the allocation process and other aspects of the operation of the whitewater industry.

ORGANIZATION: The Whitewater Advisory Committee was established by the First Regular Session of the 111th Legislature in 1983.

The Committee is composed of six members who shall have no financial or personal interest in the industry and shall include two members designated by the Governor, two legislative members designated by the President of the Senate and two by the Speaker of the House. Legislative members serve during their legislative term and until their successors are nominated and qualified.

PROGRAM: This committee met during fiscal year 1988 to review the results of the rafting season. The special session of the 112th Legislature extended this committee until June of 1990.

Also this committee reviewed the annual report of the Whitewater Safety Committee.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Warden Services.

WHITEWATER SAFETY COMMITTEE

LARRY CUMMINGS, CHIEF WARDEN (COLONEL)
HERBERT VERNON, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: June, 1983
Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 453; *Citation:* 12 M.R.S.A., Sect. 7367
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The Committee shall advise the Commissioner of Inland Fisheries and Wildlife in establishing and reviewing safety requirements for whitewater trips, develop a safety information program and review the safety records of whitewater guides and outfitters. The Committee shall submit a written report annually on each outfitter's safety record to the Whitewater Advisory Committee.

ORGANIZATION: The Whitewater Safety Committee was established by the First Regular Session of the 111th Legislature in 1983. It is composed of 8 members: 2 members of the whitewater guides board designated by the board; 2 commercial whitewater outfitters and 2 whitewater guides designated by the Governor; and 2 members from the general public, one designated by the President of the Senate and one designated by the Speaker of the House of Representatives. Terms shall be staggered so that the term of one member in each category expires each year.

PROGRAM: The committee held seven meetings throughout the year discussing such matters as the basic requirements for the licensing of Whitewater guides, the review of safety records of the various companies in the industry and possible regulation changes that would be aimed at public safety.

In addition the committee has taken on as projects the review and testing of new products on the market for possible statute changes.

FINANCES, FISCAL YEAR 1988: The expenditures of this unit are, by administrative decision, included with those of Bureau of Warden Services.

MAINE COMMISSION FOR WOMEN

PATRICIA BOURGOIN, CHAIRPERSON
BETSY SWEET, EXECUTIVE DIRECTOR

Central Office: Cleveland Building, Hallowell Complex *Telephone:* 289-3417, 8
Mail Address: Statehouse Sta. #93, Augusta, Maine 04333

Established: 1964 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 166; *Citation:* 5 M.R.S.A., Sect. 7021

Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Commission for Women acts as advocate for Maine women by making recommendations on proposed budgetary, legislative and policy actions to the Governor, Legislature and to officials of State and Federal Government with respect to State and Federal policies, programs and other activities affecting or relating to the women of Maine; researches and educates the general public and private organizations on these same matters; promotes and coordinates activities and programs designed to meet the needs of Maine women; and encourages the appointment of women to governmental elective and appointive positions.

ORGANIZATION: The Maine Commission for Women was originally the Advisory Council on the Status of Women which was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received the name Advisory Council on the Status of Women in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Commission was placed within the Department of Human Services by State Government reorganization legislation of 1973, it continued to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Commission was again reactivated by Private and Special Law in 1975.

The name of the Council was changed by law in June 1976 to the Maine Commission for Women. Part of the rationale for the name change was to keep the Maine Commission for Women in line with the other state Commissions for Women. There is a National Commission for Women, also.

The Commission consists of 17 members, consisting of 9 appointed by the Governor, 4 appointed by the President of the Senate, and 4 appointed by the Speaker of the House. The Governor selects a Chairperson and a Vice-Chairperson who serve a one-year term.

PROGRAM: The Maine Commission for Women has adopted the following operational goals:

1) To create ongoing forums and projects and do research which provides information to and about women in Government.
2) To provide leadership for a wide range of women's organizations in the State by: a) acting as a catalyst in bringing women together, b) communicating on a regular basis with representatives from legislative and executive branches.
3) To supply information to enhance the awareness of private/public administrators thereby encouraging them to make women's economic status a priority in their policy decisions.
4) To increase and improve the level of participation of women in the public policymaking process.

These goals provide a broad framework in which the executive director and the committee structure of the Commission formulate program priorities. The program priorities established for 1987-1990 are Women, Work and Family; The Quest for Equality; and Creating a Nonviolent future. Specific goals and objectives in each of these categories will be pursued through legislative action, research, education and the publication of resources.

During the past several years, in the area of economic equity, MCW has been instrumental in raising the minimum wage, securing increased funding for job training and job readiness programs through WEET and Displaced Homemakers, negotiating increases in AFDC payments for single parents and their children. We succeeded in developing a Family Medical Leave Act for Maine, which was passed by the Legislature and signed into law and we supported Governor McKernan's initiatives in child care and welfare reform. Increasingly, we are working with the private and public sectors on the successful integration of work and family.

To further the goals of the MCW and increase our outreach, we have established three Regional Commissions for Women whose members serve as advisors to the State Commission and who work towards MCW goals on the local and regional levels.

MCW developed and organized a very successful conference entitled "Winning With Women," which brought over 350 women together in a non-partisan atmosphere to learn about the political process and to gain the technical skills necessary to run for office. We have done education and speaking around issues affecting women primarily, such as child care, welfare, job training, and equity in education. We have approached these issues as a critical piece of Maine's economic development strategy.

Further, we have printed and distributed thousands of our Job Search Guide and Non-Traditional Occupations brochures to insure that women have the tools necessary to locate and secure a job.

In the area of violence against women, the Commission has strengthened the penalty for rape of a voluntary social companion and worked legislatively for funding of eight rape crisis centers, advocated for funding for the family violence projects to promote community education and programming for children, provided support for incest survivors and raised the level of awareness about the severity of the problems of violence against women.

The Commission for Women has strengthened its commitment to encourage more women to become involved in electoral and legislative processes. We play a key role in the Women's Legislative Agenda Coalition which has presented an agenda of women's, children's and family concerns the past four years. We have conducted hundreds of training sessions for people wanting to become familiar with the legislative process.

In addition, the Commission provides information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, and for resources for workshops and conferences. We serve on the AFDC Advisory Council, Displaced Homemakers Advisory Council, Child Care Advisory Council, the Maine Coalition on Rape and a variety of other legislatively created task forces and research groups. By cosponsoring a variety of community discussions, seminars and conferences with other women's organizations throughout the State, the Commission seeks to serve the interests and concerns of Maine women and girls. The Commission is also a member of the New England Region Commissions for Women, the National Association of Commissions for Women, and works in conjunction with other New England States and Commissions across the country on the economic issues facing women.

PUBLICATIONS:

Legal Rights of Maine Women, published by Maine Commission for Women. Seventeen chapters in easy to read, question and answer form covering the laws most frequently encountered by or most important to women. Currently being rewritten. Free

"Inform", a quarterly newsletter, communicates events, legislative actions, policy matters and other State and nationwide issues effecting the status of women. Free

The Job Search Guide, a workbook to help women sort out and to match their skills and abilities with potential jobs. Free

"Non Traditional Occupation" Brochure — A poster/brochure depicting some NTO's, relating women's experiences in NTO's and encouraging women to explore non-traditional occupations when making career choices. Free

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	63,173	63,173				
Health Benefits	3,625	3,625				
Retirement	13,527	13,527				
Other Fringe Benefits	492	492				
Other Contractual Service	33,272	26,569	6,703			
Rents	10	10				
Commodities	4,255	2,167	2,088			
Transfers to Other Funds	792		792			
TOTAL EXPENDITURES	119,146	109,563	9,583			

WORK CENTER PURCHASES COMMITTEE

RONALD H. LORD, State Purchasing Agent, Chairman

Central Office: State Office Bldg., Augusta *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: June 14, 1985

Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 486; *Citation:* 5 M.R.S.A., 1826C

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Committee seeks to expand the market for goods and services provided by rehabilitation facilities (work centers) which employ workers with disabilities.

ORGANIZATION: The Committee consists of the State Purchasing Agent, the Director of the Bureau of Rehabilitation, a representative of the Department of Mental Health and Mental Retardation, a representative of work centers, a disabled person, and a representative of the business community. The Committee members are appointed by and serve at the pleasure of the Governor. Members serve without compensation except for reimbursement of necessary expenses incurred by non-state employees.

PROGRAM: In June, 1985, "An Act to Provide Expanded Markets for Procedure and Services for Rehabilitation Facilities and Work Centers," was signed into law. With the appointment of five members by the Governor, the Work Center Purchases Committee met for the first time in December, 1985.

Over the course of several meetings, the Committee drafted rules for qualifying work centers, identifying products and services for set aside, competitive bidding, awarding contracts, and settling grievances. After a public hearing, the Work Center Purchases Committee Rules were adopted effective May 25, 1986.

For the fiscal year of 1987/88, the Work Center Purchases Committee has printed a report to the Legislature on various Committee actions and recommended that the law be reenacted. The Legislature approved that action.

The Committee is working on three (3) more commodities to be considered: Red-Infectious Waste Plastic Bags, Canvas Laundry Bags, and Scratch Pads. The State has purchased goods and services from workshops totaling over $177,000.00 in the last year.

FINANCES, FISCAL YEAR 1988: 5 M.R.S.A., Sect. 1826-C, provides that expenditures of this unit shall be borne by the Bureau of Purchases, Bureau of Rehabilitation and the Department of Mental Health and Mental Retardation.

WORKERS' COMPENSATION COMMISSION

RALPH L. TUCKER, CHAIRMAN
JOHN J. JOLICOEUR, Director of Administrative Services
DOUGLAS F. BEAULIEU, Assistant to the Chairman

Central Office: Deering Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3751
Mail Address: Statehouse Sta. #27, Augusta, Maine 04333
District Offices:
24 Stone Street, Augusta, Maine 04330 " 289-2308
106 Hogan Road, Bangor, Maine 04401 " 941-4550
One Vaughn Place, Caribou, Maine 04736 " 498-6428
200 Main Street, Lewiston, Maine 04240 " 795-4600
62 Elm Street, Portland, Maine 04101 " 879-4840

Established: 1916 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 351; *Citation:* 39 M.R.S.A., Sect. 91

Average Count—All Positions: 96 *Legislative Count:* 95

PURPOSE: The Workers' Compensation Commission administers the Workers' Compensation Act and Occupational Disease Law. This includes adjudicating disputed cases, conducting informal conferences, investigating abuse, receiving first reports of occupational injury, verifying insurance coverage of employers, and monitoring rehabilitation activities.

ORGANIZATION: The Workers' Compensation Commission is directed by its Chairman who is a commissioner. The 12 commissioners are attorneys, appointed by the Governor, who preside at formal hearings and informal conferences. Terms are four years except the Chairman whose term is five years. Appointments are reviewed by the Joint Standing Committee on Judiciary and confirmed by the Legislature.

Clerical units processing insurance coverage data, first reports, petitions, notices of controversy, and payment memoranda report to the Director of Administrative Services. The agency also includes the Office of Employee Assistants, Abuse Investigation Unit, Appellate Division, and the Office of Employment Rehabilitation. These report directly to the Chairman.

Separate reports are provided for the Office of Employee Assistants and Office of Employment Rehabilitation.

PROGRAM: Originally known as the Industrial Accident Board, the Workers' Compensation Commission was established in 1916. In recent years, its size and functions have been expanded. In 1983 there were 36 employees; there are now 96.

Prior to 1984, the Commission was a small agency whose basic function was to render decisions on petitions filed in disputed claims. It also received first reports of injuries and payment information.

In 1981 commissioners were made full-time, and an Appellate Division created. The Appellate Division received 319 appeals in 1987, disposed of 239, and concluded the year with approximately 100 cases still on the docket.

In 1983, reform legislation created the "Direct Pay" system. Regional offices were established in Portland, Lewiston, Bangor, and Caribou. The Office of Employee Assistants was created to assist employees at mandatory informal conferences. Employee Assistants provide information to injured workers and assist them in preparing for informal conferences. In 1987 a fifth regional office was established in Augusta.

The Office of Employment Rehabilitation and the Abuse Investigation Unit were created as of January 1, 1986.

During 1987 it took about 1 year to litigate an average petition. Three percent of petitions had been undecided 2-3 years after filing; 1% were more than 3 years old. In June 1987, an additional commissioner was authorized.

In November 1987 two additional commissioners were authorized by the Legislature. We anticipate speedier litigation during 1988 and 1989.

WORKERS COMPENSATION

At present, there are approximately 7,500 petitions or 5,360 undecided cases on the docket. During 1987 filings have approximately matched dispositions. In 1987 the Commission received 8,321 petitions and either decided or dismissed 8,359.

The Commission purchased its first computer system in 1983. This has been extremely beneficial in terms of enabling the agency to track first reports of occupational injury, insurance coverage, and informal conference information. The Commission has outgrown this system and has installed larger and more powerful equipment. This will allow expansion of computer support to the Office of Employment Rehabilitation and to the litigation process.

Workload continues at a high level. Filings of first reports increased to 75,326. In 1983 this figure was 49,214. Caseloads for the Office of Employee Assistants and the Office of Employment Rehabilitation also increased. The figures for these two offices are detailed in separate reports.

The following administrative statistics may be of interest.

STATISTICS ON WORKERS' COMPENSATION

1980 - 1987

Year	*1st Reports*	*Lost Time Injuries*	*Petitions*	*Decisions*	*# of Comm'rs*
1980	51,531	19,846	5,308	*	6
1981	50,712	19,810	5,796	750	6
1982	47,188	18,212	5,940	2,210	8
1983	49,214	19,140	7,360	2,968	7
1984	63,838	23,620**	5,968	3,524	9
1985	64,033	23,296	5,919	4,711	9
1986	67,984	24,336	7,471	5,063***	9
1987	75,326	27,008**	8,321	4,320	9

Year	Expenditures	Net Workers' Compensation Premiums Written	Premium Tax Paid to General Fund	Direct Losses Paid
1980	481,693	98,930,344	1,941,259	65,151,004
1981	571,471	115,353,852	2,271,093	85,060,585
1982	751,307	124,262,683	2,451,954	90,698,465
1983	912,080	143,354,547	2,840,537	109,492,213
1984	1,555,452	158,895,000	3,154,000	127,747,000
1985	1,924,105	170,628,000	3,358,876	158,898,000
1986	2,154,383	167,057,085	3,307,730	190,281,668
1987	2,845,803	216,302,235	4,326,005	227,198,305

* Figures not available.

** Estimates

*** Including dismissals, 8,513 petitions were cleared from the docket in 1986.

*** Including dismissals, 8,359 petitions were cleared from the docket in 1987.

Source: *Annual Administrative Reports*, State of Maine, 1980-1985.
Characteristics of Work Related Injuries in Maine 1980-1985, Bureau of Labor Standards.

LICENSES, PERMITS, ETC.

Permission to self-insure as an individual and permission to self-insure as a group was transferred to the Bureau of Insurance, Department of Business Regulations, effective July 3, 1980, per Chapter 577, P.L. 1979.

PUBLICATIONS:

"A Study of Delay in the Workers' Compensation System, A Report to the Joint Standing Committee on Labor, January 1, 1987." (Free)

"Administrative Statistics on Workers' Compensation 1974-1986." This details the number of first reports, lost time injuries, informal conferences, petitions, benefit changes, and effective dates of major legislative changes. (Free)

Paperback, *Maine Workers' Compensation Act and Rules and Regulations* (1987). (Single copies free; charge for bulk requests.)
Pamphlet, "Questions and Answers for Workers about Rehabilitation Law." (Free)
Pamphlet, "Facts for Injured Workers." (Free)
Pamphlet, "Rehabilitation that Works." (Free)

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WORKERS' COMPENSATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,834,456	1,834,456				
Health Benefits	105,617	105,617				
Retirement	317,795	317,795				
Other Fringe Benefits	12,380	12,380				
Computer Services—State	4,814	4,814				
Other Contractual Service	503,809	503,809				
Rents	73,431	73,431				
Commodities	63,154	63,154				
Grants—Subsidies—Pensions	44,902	44,902				
Equipment	41,300	41,300				
Interest—Debt Retirement	11	11				
TOTAL EXPENDITURES	3,001,669	3,001,669				

OFFICE OF EMPLOYMENT REHABILITATION

MICHAEL NISS, ADMINISTRATOR

Central Office: Deering Bldg., A.M.H.I. Augusta; *Telephone:* 289-3751
Mail Address: Statehouse Sta. #27, Augusta, Maine 04333

Established: January 1, 1986

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 491; *Citation:* 39 M.R.S.A., Sect. 82

Average Count—All Positions: 19 *Legislative Count:* 14

PURPOSE: To regulate and administer the provision of rehabilitation services to injured workers throughout the state. Responsibilities include:

1. Approving qualified rehabilitation providers and maintaining a list of the providers.
2. Monitoring the evaluations of injured workers, the development or rehabilitation plans, the services provided under each plan, and results of the services.
3. Educating the public and answering questions about individual cases.
4. Holding administrative conferences to resolve disputes.
5. Telephone contact with all parties to monitor cases.
6. Issuing reports showing results and costs to system.

ORGANIZATION: Administration is directed from Augusta at the Workers' Compensation Commission's central office.

Four regional offices to serve constituents located in:

Portland
Augusta
Lewiston
Bangor

PROGRAM: The Office of Employment Rehabilitation was created by statute on January 1, 1986.

One of the primary goals of the office is the education of the public regarding Workers' Compensation Rehabilitation, and to this end, the staff has made many public speaking presentations, conducted a number of educational seminars for various interest groups, attended meetings of the Employment Rehabilitation Advisory Board, and developed educational and promotional material for injured workers and employers.

In monitoring the rehabilitation system, staff have maintained close telephone contact with all parties involved in the rehabilitation process to insure understanding and agreement among the parties, and have closely screened all reports from the rehabilitation counselors in order to regulate the system, enforce the rules, and collect necessary data.

The Office of Employment Rehabilitation is responsible for approving rehabilitation providers, and has maintained an ongoing registration process, conducted various training programs for Approved Rehabilitation Providers, participated in professional association activities, supported the establishment of a multidepartmental training program for rehabilitation professionals, and continuously updated the list of Approved Rehabilitation Providers for public distribution.

The Office of Employment Rehabilitation is responsible for assisting the parties in the rehabilitation process to resolve problems and disputes as they arise. This is accomplished by holding informal Administrative Conferences to attempt to mediate an agreement or, if necessary, issue a decision regarding the dispute.

The Office of Employment Rehabilitation is also responsible for administering the Employment Rehabilitation Fund, which is used for wage credits to new employers hiring injured workers from rehabilitation plans, reimbursing insurers for the costs of unsuccessful rehabilitation plans in certain circumstances, and reimbursing an employer for additional wage loss due to an employee experiencing a second injury following successful rehabilitation. As of April 30, 1988 the balance in the Employment Rehabilitation Fund was $297,487.08. The fund has been used for both wage credits and reimbursement for unsuccessful rehabilitation plans, however, no cases have yet met the threshold criteria for reimbursement for additional wage loss (please see the description of this process listed under the Apportionment Review Panel).

The collection of relevant data and a statistical analysis of the results of the rehabilitation system are part of the duties of the Office of Employment Rehabilitation. The computerization of this system is currently underway, and will be operational by January 1, 1989.

LICENSES, PERMITS, ETC.

The Office of Employment Rehabilitation is required by statute to "approve" rehabilitation providers to provide services to injured workers and to publish an annual list of those Approved Rehabilitation Providers.

PUBLICATIONS:

1. List of Approved Rehabilitation Providers. Free of charge.
2. Question and Answer pamphlet for insured workers and other interested parties. Free of charge.
3. Information Pamphlet for Employers. Free of charge.

FINANCES, FISCAL YEAR 1988: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF EMPLOYMENT REHABILITATION EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	266,710	266,710				
Health Benefits	18,880	18,880				
Retirement	42,448	42,448				
Other Fringe Benefits	1,582	1,582				
Other Contractual Service	55,135	55,135				
Rents	14,982	14,982				
Commodities	3,817	3,817				
Grants—Subsidies—Pensions	79,944	14	79,930			
Equipment	1,700	1,700				
TOTAL EXPENDITURES	485,198	405,268	79,930			

OFFICE OF EMPLOYEE ASSISTANTS

DOUGLAS F. BEAULIEU, ASST. TO THE CHAIRMAN

Central Office: Deering Bldg., A.M.H.I. Augusta; *Telephone:* 289-3751
Mail Address: Statehouse Sta. #27, Augusta, Maine 04333

Established: January 1, 1984 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 493; *Citation:* 39 M.R.S.A., Sect. 92(6)

Average Count—All Positions: 11 *Legislative Count:* 0

PURPOSE: To provide advice and assistance to employees under the Maine Workers' Compensation Act. In particular, to assist employees prior to, during, and after the informal conference.

ORGANIZATION: Five (5) regional offices located in Augusta, Portland, Lewiston, Bangor and Caribou staffed with a total of eleven (11) employee assistants to serve constituents statewide, with supervision emanating from the central office in Augusta.

PROGRAM: The Office of Employee Assistants was created by statute on January 1, 1984. The following table depicts its growing caseload.

Calendar Year	Informal Conferences Held	Disputes Resolved Prior to Conference	Total Disputes Processed
1984*	2,500	1,000	3,500
1985*	3,100	1,400	4,500
1986	5,842	4,809	10,651
1987	7,079	5,795	12,874

*Figures for 1984 and 1985 are estimates. During 1986 a computerized tracking system was implemented and exact figures became available. As may be seen, utilization of the informal conference system has increased dramatically since the inception of the early pay system.

FINANCES, FISCAL YEAR 1988: The expendiures of this unit are, by administrative decision, included with those of Workers' Compensation Commission.

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